ACES Policy Manual

Through the efforts of the Governing Board, the Policy Review Subcommittee, and the Connecticut Association of Boards of Education, the ACES Policies, Regulations, and Bylaws Manual are regularly reviewed and revised. These are policies adopted by the Governing Board in a legitimate exercise of local discretion and authority.

Although many of the policies are new, some of ACES existing policies were also updated, codified, and organized into this manual.

ACES, like each local and regional Board of Education in Connecticut, is responsible for providing the best possible education to all its students. Boards and their administrators must make complex decisions which respond to the needs of the entire academic community, the best educational practices and theories, and state and federal laws. Regional Education Service Centers and school districts cannot function effectively within these constraints unless they operate from the basis of sound, carefully deliberated policy.

This manual has been developed by the ACES Governing Board to help carry out these important responsibilities. Updating is a continuous process.

Policies and administrative procedures have been organized in this manual into seven series and two appendices.

For more info contact 203-498-6800.

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CHAPTER 1000 – COMMUNITY RELATIONS

Concept, Goals and Roles in Community Relations

The Governing Board recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines the quality of education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the ACES district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit community opinions about the school system.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

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1110.1 Parental Involvement and Responsibilities

The ACES Governing Board recognizes parents are important participants in the education of children. Parent involvement in a child's education is a major factor in improving school effectiveness, the quality of education, and a child's academic success. Therefore, ACES will promote an environment in which parents are valued as primary influences in their children's lives and are essential partners in the education of their children.

The ACES Governing Board will involve parents in the development of a Title I plan and the process of school review and improvement. This will be accomplished by holding school meetings at varying times during the day and varying locations. These plans will be shared with parents through written communications and meetings, which allow input from parents. The district's administrators will work to plan effective parent involvement activities. At District Wide Meetings, Principals will share information about their school's activities to improve student academic achievement and school performance.

All parents/families and educators should make family involvement in education a priority. Thus, the Governing Board commits to providing support, coordination and training for school staff and parents to implement and sustain appropriate parent involvement. The District shall also provide information and training to staff on the contribution parents can make to the educational process.

Teachers, parents and administrators need to work together to ensure the success of all students. Communication is a key component in this collaboration. Thus, the Governing Board commits to the establishment of effective two-way communication between all parents/families and schools, respecting the diversity and differing needs of families. The Governing Board established a Home-School-Community Partnership Program to provide coordination, technical assistance and other support necessary to facilitate parental involvement activities and communication.

Conditions in the home significantly influence a child's achievement in school. Parents and family members, as their primary teachers, play a vital role in the intellectual, social and emotional growth of their children. Thus, the Governing Board is committed to support parent involvement programs, which include parent education, providing materials and activities that will assist parents/families in supporting classroom learning and their children's achievement. Assistance will be provided for parents in understanding the State's academic standards, assessments and how to monitor a child's progress.

Families need to be included in the workings of schools in many different ways, to make them feel an essential part of the educational process. Thus, the Governing Board will commit to seeing that the schools develop new and more meaningful ways for parents to be actively involved in their children's education.

Improved student achievement must be the shared responsibility and ultimate goal of parents, teachers, the school system as a whole and the community at large. ACES will follow a course of
action that will make parent involvement an ongoing process that is viewed as a valuable resource in all children's education.

The Board will annually review this policy with Administrators and parents and survey all partners to evaluate its content and effectiveness. Principals will present their efforts throughout the year and discuss plans for the upcoming year. Principals and parents will discuss barriers to parent involvement along with possible solutions. Special attention will be paid to identify and involve any group of parents not participating. These discussions and findings may be used to revise this policy.

The District shall ensure that information communicated to parents is in an understandable format and is adaptable if needed. Parents will be consulted in order to achieve this goal.


1112 News Media Relationships

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. The Board recognizes the important role the media serves in reporting information about the ACES program, services and activities. Therefore, ACES will make reasonable efforts to provide media access to ACES.

To ensure that publicity is coordinated with a common effort and purpose, the following shall be followed with news media:

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.

The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.

If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.

News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator, if requested, prior to access.
Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the activity shall be permitted to photograph, broadcast, or record for broadcast, such activity.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.

In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.

**Legal Reference: Connecticut General Statutes**

1-226 Recording, broadcasting or photographing meetings

*Policy adopted: April 9, 2009.*

**News Media Relations - Regulations**

Recognizing that an open relationship should exist between school administrators who are charged with the responsibility of conducting public business, and the news media who has the responsibility of reporting the actions of government to citizens, the Executive Director is authorized to provide to the members of the press information which is a matter of record and public information.

Members of the press, television and radio stations may be directed by the Superintendent of Schools to the administrator directly responsible for the information they seek.

Information released to the media shall be that which is public information as covered by statute. It is recognized that there is information of a confidential nature which shall not be released. Information provided to the media should be factual and should not involve speculation or assumptions.

Administrators may release any information which has been previously generated. This does not include, however, generating new information at the request of a member of the press. All communications by school officials to the press shall be "on the record." Press releases are to indicate the administrator's name and title.

The Principal has the right to restrict interaction with students on school property if he/she deems it interferes or disrupts the educational process.

*Policy adopted: April 9, 2009.*
1112.3 Access to Information

The Governing Board acknowledges the need for an informed citizenry and, at the same time, recognizes the public's right to access information regarding the operations of the school system. The Governing Board, therefore, will make available statistics and other studies reported at public meetings and disseminated to the media. This will be accomplished through information-sharing meetings, through presentations at regular Board meetings, and at Board Committee meetings, and through meetings of parent organizations.

Moreover, in complying with Section 1-210 of the Connecticut General Statutes, and continuing to fulfill its obligation and desire to keep the public informed, while at the same time attempting to eliminate excessive expenditures of staff time in the compilation, assembly, and distribution of information pertaining to public school operation, the Governing Board has adopted the following procedures to assist in determining access to information.

The Executive Director is responsible for developing regulations to implement this policy consistent with all applicable Federal and State Statutes and Regulations and in keeping with the Board's policy intent.

*Legal Reference: Connecticut General Statutes*

1-210 Access to public records. Exempt records

*Policy adopted: April 9, 2009.*

1112.5 Media Access to Students

The Board recognizes the important role the media serves in reporting information about ACES programs, services and activities. Therefore, ACES will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly.
Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

ACES employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of ACES’ media access to student’s policy at the time of the student’s registration and each fall in the student/parent handbook.

(cf. 5125 - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes
1-213 Access to public records. Exempt records. 10-209 Records not to be public.
Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)


1112.6 Videotaping of Staff/Students

Videotaping and filming of ACES’ employees shall have the prior written consent of the Building Principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student’s lawful custodian. Additionally, if a student is disabled or exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student’s lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her Principal.

(cf. - 1112 News Media Relationships)


1120 Governing Board Meetings

The regular and special meetings of the Governing Board are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (See 9322 for details)

The Governing Board welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Governing Board is made through the posting of the agenda and notices to newspapers and directly to citizens and community and professional organizations who specifically request such notification. A
reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

**Legal Reference: Connecticut General Statutes**
- 1-225 Meetings of government agencies to be public.
- 1-226 Broadcasting or photographing meetings.
- 19a-342 Smoking in public meetings in rooms of public building prohibited.
- 1-227 Mailing of notice of meetings to persons filing written request. Fees.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 1-232 Conduct of meetings.
- 1-206 Denial of access to public records or meetings.
- 10-238 Petition for hearing by board of education.


**1140 Distribution of Materials by Students (Use of Students)**

Printed materials may be distributed to parents by students as inexpensive means of mass communications. At the same time this procedure can prove objectionable to parents and the school district if overdone.

To provide the most effective use of this technique without exploitation of staff or students, the Executive Director or his/her designee may approve such distribution providing:

- The materials relate to the school, community, local recreational or civic activities.
- The materials do not relate to any religious belief or activity, or promote private gain, or political position.
- The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Executive Director to determine whether the requests comply with overall school purposes and policy.

**Use of Students**

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Executive Director or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Executive Director or his/her designee shall interpret this policy strictly. In case of differences regarding the decision, the decision of the Executive Director will be final in order that the best interests of the students will be served.
Budget/Referendum Materials

Information concerning a budget or referendum, specifying only the time, date, location, and question or proposal may be disseminated through the students. This information may not contain statements, or be written in a manner which may advocate a position on the budget or on a referendum question.

(cf. 3152; Spending Public Funds for Advocacy)

Legal Reference: Connecticut General Statutes
9-369b Explanatory text relating to local questions.


1140.1 Distribution of Non-school Literature/Publications

Definitions

“Distribution” means the circulation of more than one printed copy of material from a source other than from ACES or school. (Alternate: more than ten printed copies.) Further, the distribution involves the circulation or dissemination of materials by means of offering free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying materials, or placing materials in book bags, backpacks, or other items belonging to students.

“Nonschool sponsored material” or “unofficial material” includes all materials or objects not funded, sponsored, or authorized by ACES or school intended for distribution, except school newspapers, homecoming buttons, literary magazines, yearbooks and other publications funded and/or sponsored by the school or ACES. Examples of nonschool sponsored materials include, but are not limited to, leaflets, brochures, flyers, petitions, posters, and underground newspapers whether written by students or others.

The Governing Board recognizes that activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment.

The schools of ACES may impose time, place, and manner regulations and may reserve its facilities for their intended purposes, communicative or otherwise, as long as the regulation on speech is reasonable and not an effort to suppress expression merely because public officials oppose the speaker’s view.

ACES or its schools may not require prior review before permitting non-disruptive distribution of written materials on matters of public concern at a parents/adults-only school-sponsored meeting after school hours.
Distribution on School Campus

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the school does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any school premises in the school without permission in accordance with this policy.

ACES’ classrooms are provided for the limited purpose of delivering instruction opportunities to students. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

The administrator in charge of each school area in which the school has individual employee mailboxes shall designate an area near the mailboxes where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with any time, place, and manner restrictions developed and approved by the Executive Director.

Distribution in Classrooms and Hallways

ACES’ classrooms during the regular school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Area of Distribution

The school Principal shall designate an area where materials that have been approved for distribution by students in accordance with this policy may be made available or distributed. The Principal may develop reasonable time, place, and manner restrictions regarding the distribution of materials at designated areas.

Prior Review

All written material over which the school does not exercise control and that is intended for distribution on school property shall be submitted for prior review to the Principal or designee for prior review according to the following procedures:

- Materials shall be submitted to the Executive Director or designee or school Principal for review.
- To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
• Using the standards below at “Limitations on Content” the Executive Director, Principal or designee shall approve or reject submitted material within four school days of the time the material is received.
• The requestor/student may appeal the decision of the Principal to the Executive Director.

Students who fail to follow these procedures may be disciplined in accordance with the District policies pertaining to conduct and the Student Code of Conduct.

**Limitations on Content**

The school or ACES shall not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

Non-school materials shall not be distributed if:

• The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
• The materials endorse actions endangering the health or safety of students.
• The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
• The materials contain defamatory statements about public figures or others.
• The materials criticize Board members or school officials or advocate violation of school rules.
• The materials substantially interfere with school activities.
• The materials substantially interfere with the rights of other students or teachers, or staff.
• The District/school can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.
• The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
• The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence.

Non-school materials approved for distribution shall contain a disclaimer specifying the name of the individual organization responsible for the material so that it is clear to the public that the information/materials do not represent the District or its schools.

(cf. 1140 – Distribution of Materials by Students)
(cf. 1330/3515 – Community Use of School Facilities)
(cf. 3543.13 – Mail and Delivery)
(cf. 4118.21 – Academic Freedom)
(cf. 6144 – Controversial Issues)
(cf. 6145.31 – Underground Publications)
(cf. 6153.2 – Student Participation in Election Process)
Legal Reference:
Bethel Sch. Dist. No 403 v. Fraser, 478 U.S. 675 (1986)
Perry Educ. Ass’n. v. Perry Local Educators’ Ass’n., 460 Us. 37, 103 S.t. 948(1983)


1150/1160 Communications with the Public

It is the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. Individuals should answer questions only when they have full and complete understanding of the point about which they have been asked. If the employee or Board member is not prepared to answer accurately and fully, he/she should refer the inquirer to a staff member who would have the appropriate information.

All school personnel and Board members are encouraged to be informed on Governing Board policy and school policies and programs in order that they may better advance public understanding of the schools.

(cf. 4118.2 - Professional Responsibilities)
(cf. 4118.21 - Academic Freedom)


1170 Recognition of Students, Citizens, Staff Members, and Members of the Governing Board

The Governing Board is committed to recognizing and honoring citizens, students, staff, and groups whose distinguished or exceptional achievements have benefited or which benefit the school system. The Board may act through recognition at Board meetings, meetings, letters of recognition, or other appropriate methods.


1210 School-Community Associations

The Governing Board recognizes school-community groups such as Parent-Teacher Associations or Parent-Teacher Organizations as integral parts of the school community which can promote educational programs.
The Governing Board encourages active support of and cooperation with school-community organizations.

Among the many services which such associations can offer, the Governing Board endorses support for parent/citizen volunteer programs in our schools.

*Policy adopted: April 9, 2009.*

**1212 School Volunteers**

The Governing Board recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards.

**Legal Reference: Connecticut General Statutes**

10-4g Parent and community involvement in schools; model programs; school-based teams
10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.
54-254 Registration of person who has committed a felony for a sexual purpose.

*Policy adopted: April 9, 2009.*
Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

**Information Form**

Name: ____________________________  ____________________________  ____________________________  ____________________________

Last  First  Middle  Telephone

Address: ____________________________  ____________________________  ____________________________  ____________________________

Street  City  State  Zip Code

__________________________  Phone:

__________________________  Phone:

Are you now or have you ever been a school volunteer? Yes _____ No _____

At which school?

__________________________

The name of any child or ward attending this school:

__________________________

Criminal Conviction Information

Are you a sex offender? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If you answered YES, list all offences

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If requested, are you willing to consent to a criminal background investigation? Yes _____ No _____

Waiver of Liability
The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer’s acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person’s civil rights.

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to the School District.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

________________________________________________________________________
Date                      Signature of Volunteer
________________________________________________________________________

Printed Name of Volunteer

For School Use Only
General description of assignment(s):
- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office
- other _______________________

Name of supervising staff member

“Sex offender list” checked by: Date checked (mandatory)

Is a criminal background check a necessity (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? (to be answered by Principal)
If “yes,” and provided the individual authorized the check,
- the date on which the check was requested? ________________________________
- the date on which it was received and reviewed. ________________________________

Review by

________________________________________________________________________
Signature                      Date

1250 Visits to the Schools
The Governing Board and staff of ACES welcome and strongly encourage members of the community and other interested persons to visit the schools.

The Executive Director shall establish regulations which:

- Encourage school visitations.
- Provide for appropriate hospitality for visitors.
- Channel expressions of approval and constructive criticism to the Governing Board.
- Ensure that public visits will not hinder the educational program.
- Require all visitors to register in the principal's office upon arrival at the school.

Although Governing Board members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Governing Board, or when delegated specific tasks by specific Governing Board action.

*Policy adopted: April 9, 2009.*

**1300.1 Community Engagement**

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses and community organizations are encouraged and invited to be involved stakeholders in the ACES community. Such engagement strengthens broad-based community support for the District’s mission, goals, operations and educational programs.

Community engagement is defined as an ongoing collaborative process in which ACES works with the public to build understanding, guidance, and active support for the education of students in the community.

Therefore, the Board of Education endorses the concept that community engagement is essential for ACES and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for ACES students. The Board intends, through this two-way communication, to identify the community’s concerns, needs and suggestions, and to be responsive to the community through the Board’s actions.

The Board also recognizes that the public offers resources of training and experience useful to ACES’ schools. The quality of ACES’ operations and programs can be strengthened when these resources are used in an advisory capacity.

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, business and community organizations to participate in dialogues related to district-wide and school-based issues.
The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about ACES and school programs and the available opportunities to become actively involved.

The Board and administration will consider the input received from the community. When evaluating the community’s suggestions, the Board and administration will consider the impact of the ACES’ goals, operation, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or the responsibility of the Board, which may accept or reject such recommendations.

ACES shall communicate to the community the Board’s decision and its rational regarding an issue involving community engagement.


1302.12 Head Start Performance Standard

A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services. The regulations emphasize that such policies will also protect staff members from allegations of fraud in the case of inadvertent or mistaken enrollments.

Policy

Monitoring and tracking are a part of ACES Middlesex County Early Head Start’s standard practice. The program has implemented policies and procedures on the eligibility process directly guided by performance standards ensuring compliance with eligibility determination. In the event it is discovered that a family or families have been enrolled that do not meet eligibility requirements, the Director of the program will discuss findings with the ERSEA staff member and determine a course of action.

Policy adopted: March 9, 2017

1312 Public Complaints

The Governing Board welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of ACES is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to ACES administration for study and possible solution.
Since individual Board members have no authority to resolve complaints, other than by formal Board action, Board members shall refer persons making complaints about ACES to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Executive Director. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it is the policy of the Board that such complaints will not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the Board and anonymous telephone complaints will not be brought to the Board by any individual Board member, administrator or other ACES employee. The administration will not act on any anonymous complaint.

Citizens and parents should be made aware of the proper channels of communication and appeal. Complaints for which specific resolution procedures are provided shall be directed through those channels. The decision of the Administration regarding a student must include notice to the parents of the next step of appeal. Any appeal from the decision of the Executive Director to the Board shall be in writing and signed.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the Executive Director.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Governing Board. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Executive Director.

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board’s decision is final.

**Challenged Material**

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.
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(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6144 - Controversial Issues)

Legal Reference:
Keyishian v. Board of Regents 385 U.S. 589, 603 (1967)
President's Council, District 25 v. Community School Board No. 25 457 F.2d 289 (1972),
cert. denied 409 U.S. 998 (1976)
(1982).

Connecticut General Statutes
10-238 Petition for hearing by board of education.


1313 Gifts to School Personnel

Gifts from Suppliers and/or Contractors

The members of the Governing Board and its employees wish to avoid any conflict between their
personal interests and the interests of the school district in dealing with suppliers, contractors and
all organizations or individuals doing or seeking to do business with the school district.

Although it is customary for some suppliers to give gifts to customers' employees at different
times which are not of more than nominal value, and are not intended to influence in any manner
the school district's procurement practices, the Governing Board requests, in view of the possible
adverse publicity that might arise from such practice on the part of the suppliers, that suppliers or
potential suppliers do not include the name of any individual connected with the school district
on their gift lists.

Gifts to Board Members

No Board member or employee shall directly or indirectly solicit any gift; or accept or receive
any gift having a value of fifty dollars ($50) or more, whether in the form of money, services,
loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances
in which it could be reasonably inferred that the gift was intended to influence the Board member
or employee in the performance of his/her official duties or was intended as a reward for any
official action on his/her part.
Gifts between Students and Teachers

Gifts between students and teachers shall be discouraged.

(cf. 3313 - Relations with Vendors)
(cf. 9270 - Conflict of Interest)

**Legal Reference: Connecticut General Statutes**
7-479 Conflicts of interest.

*Policy adopted: April 9, 2009.*

**1314 Solicitation of Funds**

(see also 1324)

The objective of this policy is to provide the acceptance criteria and application method for soliciting gifts, grants, and bequests conducted by school-sanctioned parent organizations, ACES employees, and students of ACES.

The Governing Board recognizes that certain types of fundraising activities will enhance the relationship between school and community and will contribute to the improvement of the school program. The Board also recognizes that businesses, cultural, and community organizations hold an interest in the quality of public education and, from time to time, offer to support that interest with a variety of contributions to the school district. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and their families from exploitation by special interests including, but not limited to, economic, environmental, and political exploitation. The Board also recognizes that exploitation works both ways. A potential donor may feel unduly pressured, either directly or indirectly, when solicited to contribute to a program promoted by a school system. Therefore the Governing Board establishes the following acceptance criteria.

**Solicitation of Funds from and by Students, Staff and School Sanctioned Parent Organizations**

- There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity.
- Fundraising shall be in good taste and appropriate for ACES.
- Fundraising shall be limited to approved activities by the Principal and Executive Director; activities sponsored by faculty, students, and school-related parent organizations for nonprofit school benefits; or educational and recreational activities sponsored by agencies of the town government.
Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.

- Funds raised from the activity will be applied to a specific school system-related project.
- The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
- Instructional time will not be used to conduct or promote fundraising activities except in cases where it is an integral part of the curriculum.
- School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.
- Handling and accounting of fundraising material shall be the responsibility of the sponsoring group, not the school or staff.

**Solicitation of Funds from and by Students**

- The following additional criteria shall be applied to solicitation by students:
  - Elementary school students will not participate in door-to-door sales or canvassing.
  - Elementary or middle school fundraising will not result in profit or advertisement for any commercial enterprise except when profits are realized in conjunction with the following events:
    - Annual all-school fundraising events of one week or less (e.g., fairs, bazaars).
    - Fundraising activities designed to acquire funds for approved field trips.
    - Class pictures.
  - Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.
  - Commercial enterprise for private profit will be allowed at the high school only for the purchase of goods and services deemed necessary by the Executive Director for normal student activities.
  - Activities related to fundraising shall not occur during normal school hours.

**Application Procedure**

All requests to conduct fundraising shall be submitted in writing at least 15 days prior to the proposed activity through the Executive Director.

The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and profits.

At his or her option, the Executive Director may refer specific cases to the Board for decision.

*Policy adopted: April 9, 2009.*
1316 Relations Between Public and School Personnel

Conduct on School Property

The Governing Board expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. ACES’ staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, ACES’ employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff.

In the interest of presenting Board members and ACES’ employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

- Injure, threaten, harass or intimidate a staff member, Board member or any other person;
- Damage or threaten to damage another’s property;
- Damage or deface ACES’ property;
- Violate any Connecticut law or town/city ordinance;
- Smoke or otherwise use tobacco products;
- Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
- Impede, delay, or otherwise interfere with the orderly conduct of ACES’ educational program or any other activity occurring on school property;
- Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
- Operate a motor vehicle in a risky manner or in violation of an authorized ACES’ employee’s directive; or
- Violate other ACES’ policies or regulations or an authorized ACES’ employee’s directive.

(cf. 1110.1 - Parent Involvement)
(cf. 1120 - Public Participation at Governing Board Meetings)
(cf. 1250 - Visits to Schools)
(cf. 1312 - Public Complaints)
(cf. 1330 - Use of School Facilities)
(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)
(cf. 6145.71 - Use of Alcohol by Adults)
1316.1 Public Conduct at School Activities

School sponsored or approved activities are an important part of the program and offer students the opportunity to participate in a variety of activities not available during the regular school day. School sponsored or approved activities are provided for the enjoyment and the opportunity for involvement they afford the students.

Spectators are permitted and encouraged to attend these activities as guests of ACES, and, accordingly as a condition of such permission they must comply with the ACES’ rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activities. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is disruptive and embarrassing to students, ACES and the entire community.

To protect the rights of students to participate without fear of interference and to allow sponsors and officials of such activities to perform without interferences, the following provisions shall be in effect:

- Abusive, verbal or physical conduct of spectators directed at participants, officials or staff involved in such activities will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials or staff involved in such activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, officials or staff participating is such activities will not be tolerated.

If a spectator at an approved or sponsored activity becomes physically abusive, verbally abusive, uses vulgar, obscene or demeaning language or in any way impeded the performance of an activity, the spectator may be asked to leave the event by the school official in charge of the event. The Executive Director or his/her designee may recommend, to the Governing Board, the exclusion of the spectator at future sponsored or approved activities.

Upon the recommendation of the Executive Director, the Board shall cause a notice of exclusion at an ACES sponsored or approved activities to be sent to the spectator involved. The Executive Director or his/her designee shall advise the spectator of ACES’ right to exclude the individual from ACES’ activities and events for the duration of the exclusion. If the spectator disobeys
school officials and the ACES’ order, law enforcement authorities may be contacted and requested to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an ACES sponsored or approved activity, the spectator shall be advised that his/her attendance will result in persecution. ACES may seek to obtain a court order to bar the individual from future ACES sponsored or approved activities.

(cf. 1250 – Visits to the Schools)
(cf. 1251 - Loitering or Causing Disturbances)
(cf. 1316 – Conduct on School Property)
(cf. 1330 – Use of School Facilities)
(cf. 1331 – Smoke Free Environment)
(cf. 1700 – Otherwise Lawful Possession of Firearms on School Property)
(cf. 3517.2 – Vandalism)
(cf. 5131.5 – Vandalism)
(cf. 6145.22 – Sportsmanship)
(cf. 6145.71 – Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

  1-225 Meetings of the government agents to be public
  1-232 Conduct of the meeting
  Duties of boards of education
  Boards of education to prescribe rule(s), policies, and procedures
  10-238 Petition for hearing by Governing Board.
  10-239 Use of school facilities for other purposes.
  53a-185 Loitering in or about school grounds: Class C misdemeanor.


1324 Soliciting Funds/Distribution of Materials To and By Students

The Governing Board recognizes that the students of this system represent a "captive audience" which many companies or organizations would like to reach for their own purposes.

The Board is also aware of the need to make optimal use of instructional time. It therefore wishes to limit interruptions to instructional time or attempts to reach students for other than instructional purposes.

The distribution of materials, the solicitation of funds and/or the sales of merchandise or services, to homes via ACES students is not permitted, unless the Executive Director or his/her designee determines it is in the best interest of the school system or student.

Advertising

There shall be no advertising for the purpose of financial gain in any school or on school property. This includes direct advertising and indirect advertising such as contests or activities sponsored by merchants.
The Executive Director may develop and distribute a list, to be reviewed annually, of organizations and activities which have been approved for the distribution of materials. Organizations on the approved list may distribute materials in a school with the permission of the building administrator. Any organization not on the list, or, if no list has been developed, all organizations must apply to the Executive Director for the distribution of materials in any school or to any student.

School staff and/or teachers shall not distribute free or subsidized material nor offer anything for sale to students without the permission of the Executive Director. This specifically includes any trips or material which constitute direct advertising.

**Soliciting by Students**

Students shall not be asked to solicit funds unless it is for a school sanctioned activity and under strict guidelines which are to be established by the Executive Director.

No door-to-door solicitation by students is permitted for any school sanctioned activity.

Funds so collected may not be used to replace budgeted funds for existing programs or activities. All funds collected shall be subject to approved school activity accounting procedures and periodic audit.

This policy shall conform to the wellness policy of ACES.

**Distribution of Materials**

Annually the Executive Director may develop and distribute a listing of non-profit organizations which have pre-approval to distribute materials in the schools. These organizations must provide information or services to youngsters in the system, be non-sectarian, and must not solicit funds from students nor compete with educational programs provided by the schools. Materials submitted to schools from these organizations shall be distributed to appropriate elementary students and posted in secondary schools.

Any group not on the pre-approved list (or all groups if there is no list) should submit to the Executive Director two copies of materials it wishes distributed. Materials must be submitted two weeks prior to the proposed date of distribution or they will not be considered. The groups for which the material is intended and the recommended date of distribution or posting must be included with the request. It must be clear that no funds are being solicited and that the material is of educational interest to ACES’ students. Any Principal may question any item submitted from a group on the pre-approved list and ask that it be referred to the Executive Director for approval.

Building PTAs may distribute material through their respective buildings, with approval of the Principal.
Any fundraising which is approved should not interfere with instructional time, nor lead to door-to-door soliciting by students. Principals are responsible for informing students, parents and sponsoring organizations that door-to-door soliciting by students is not permitted.

AREA COOPERATIVE EDUCATION SERVICES

North Haven, Connecticut

Fund-Raising Activity Approval Gifts, Grants, and Bequests

School ____________________________________________________________________________  Date ____________

Organization ________________________________________________________________________

Contact Person ______________________________________________________________________

Activity: __________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Date of fund-raising activity ____________________________________________________________

School Sponsored:  Yes _____  No ______

Requires Governing Board approval _____  Executive Director approval _____

Gift ________________________________________________________________________________

Value of gift/donation __________________________________________________________________

Executive Directors Signature ___________________________________________________________________________  Date ____________

Principal's Signature ____________________________________________________________________________  Date ____________

1325 Advertising and Promotion
Students must be protected from possible exploitation in advertising or promoting interests of any non-school agency or organization.

No advertising material may be posted or distributed to students which, in the opinion of the Executive Director, would contribute to the personal gain of an individual, business, or company except as follows:

- Educational material used by staff for education purposes.
- Samples, calendars, supply catalogs, etc., distributed to staff for examination, testing or review or routine classroom use.

**Policy adopted:** April 9, 2009.

### 1327 Relations with Youth Organizations

In order to provide the best possible educational opportunities for all students, the Board may consider properly submitted proposals for activities offering explorations of areas which are adjunct to or outside the ACES’ curriculum. Whenever appropriate, the Board will co-sponsor such activities with a bona fide youth organization.

Proposals shall be judged on their educational value, relevance to student educational levels and interests, and the availability of funds, adequate supervision and transportation.

The Administration will work out each viable proposal in detail with the co-sponsoring organization.

The Board encourages efforts by the staff, students, youth organizations and the community to make the widest possible range of educational experiences available to the students of ACES. Students will be encouraged to take an active part in the planning and implementation of such approved activities.

The Administration, in cooperation with the co-sponsoring organization, will devise and implement procedures to evaluate each approved activity.

(cf. 1330 - Use of School Facilities)
(cf. 3515 - Community Use of School Facilities)

**Legal Reference:** Connecticut General Statutes

- 10-215c Discrimination in public schools prohibited.
- 10-239 Use of school facilities for other purposes.

**Policy adopted:** April 9, 2009.

### 1330 Use of School Facilities
Since school buildings and grounds are public property, the Governing Board may make them available for purposes other than education when they are not in use for school purposes.

The Governing shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities as permitted under law. The use of school facilities for school purposes has precedence over all other uses. Persons on school property must abide by the conduct rules of ACES at all times.

Groups intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

- Types of Activities Which Will Not be Permitted:
- Activities which are unlawful in nature.
- Any purpose in conflict with the mission or goals of the school district.
- Commercial advertising
- Fund-raising campaigns except as permitted by the Governing Board policy or by special action of the Governing Board. (Option: “except as permitted by the Executive Director.”)
- Any activity which may be injurious to the buildings, grounds or equipment of the schools.

Consistent with this policy the Executive Director or designee shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools.

(cf. 6145 – Extra Class Activities: Limited Open Forum)

**Legal Reference:** Connecticut General Statutes

10-239 Use of school facilities for other purposes.
Good News Club v. Milford Central School, Sup.Ct., 6-11-01

*Policy adopted: April 9, 2009.*
Students

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Definitions

**Electronic nicotine delivery system** means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

**Liquid nicotine container** means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except “liquid nicotine container” does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

**Vapor product** means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than District business, including to smoke or use tobacco products, he/she will not be considered to be acting within the normal course and scope of employment.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.
Staff and Public

A program of staff support and counseling may offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

(cf. 1120 Board of Education Meetings)
(cf. 1330 Use of School Facilities)
(cf. 4118.231/4218.231 Employee Smoking, Drinking, and Use of Drugs on School Premises)
(cf. 5131.6 Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes
19a-342 Smoking prohibited in certain places. Signs required. Penalties.
21a-242 Schedules of controlled substances.
P.A. 14-76 An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.
PL 107-110, Section 4303, “Non-smoking Policy for Children’s Services”


1360 Awards and Scholarships

Any award or scholarship proposed for presentation in the ACES Schools which originates outside the school system must be submitted to the Principal or Executive Director for approval. The Governing Board reserves the right to accept or reject any such proposed award or scholarship.

The schools of ACES may establish and maintain a system of awards and scholarships which originate within a school in the system for the purpose of recognizing student achievement or special merit. In each such case, any award or scholarship which originates within a school must be submitted to the Principal or Executive Director for prior approval.

As new awards or scholarships are established by a school within the system, the Executive Director shall be made so aware.


1411 Relations with Law Enforcement Agencies
Schools are responsible for students during school hours. This responsibility includes protecting each student’s constitutional rights, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion. Because of the many support services that local law enforcement agencies provide to the schools, staff, and students, the State Board of Education supports the best possible relationship with those agencies consistent with the system’s responsibilities to protect legal rights of staff and students.

This policy is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met.

**Interview of Students**

Police interviews generally will not take place on school grounds. However, if the police do indicate that an interview on school grounds is necessary, school authorities may cooperate. When the interview involves a juvenile, a parent must be present. The exceptions to this rule are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern. If a student under the age of 16 is being interviewed by the police and the parent/guardian cannot be present, a member of the school staff should be present.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

- Students will be questioned as confidentially and inconspicuously as possible.
- An attempt will be made to notify the student’s parents so that they may be present during the questioning. The school Principal, or his/her designee, will be present.
- Preferably, the officer doing the questioning will wear civilian clothes.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined in 1-3 above are observed. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties.

**Arrest of Students**

The decision to call police and request an arrest is within the discretion of the building administrator. The Principal may request the arrest of a student or there are times in which the police may request to pick up a student due to a warrant being issued for his/her arrest. If the school Principal agrees to assist in the arrest of a student, the student should be escorted from class by school personnel and remain in a secured office until the police arrive. The arrested student will be removed from the school in a way that minimizes embarrassment to the student and any disruption of the school routine.
Weapons

In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process, the student should be secured in a private area and the police should be contacted to conduct the search.

If a search is conducted by a school official and a weapon is found, weapons that are illegal should be turned over to the police immediately by the school official. Illegal weapons include knives with over a four-inch blade, dirk knives, switchblade knives, martial arts weapons and firearms. Ammunition should also be immediately turned over to the police. Weapons that are not illegal but are a violation of school policy may be retained by the Principal.

Designation of Authority

The Executive Director is authorized to develop procedures regarding this policy, including a process to ensure that appropriate staff has been informed, and to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, and the safety of students and staff.

(cf. 5145.12 Search/Seizure)

Legal Reference: Connecticut General Statutes
10-221 Boards of Education to prescribe rules
53a-185 Loitering in or about school grounds: Class C Misdemeanor
54-76j Disposition upon adjudication as youthful offender
New Jersey vs. T.L.O. U.S. 325 (1985)


1700 Otherwise Lawful Possession of Firearms on School Property

Notwithstanding the otherwise lawful possession of firearms defined in Section 53a-3 in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Governing Board.

The issuance of a permit to carry a pistol or revolver does not authorize the possession or carrying of a pistol or revolver on school district property. The Governing Board prohibits such possession on school property.

Students are prohibited by the Governing Board from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section 10-233a.
(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

**Legal Reference: Connecticut General Statutes**

- 29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)
- 29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)
- 52a-3 Definitions. 53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)

*Policy adopted: April 9, 2009.*
CHAPTER 2000 – ADMINISTRATION

Concept and Roles in Administration

Within the guidelines established by Governing Board policy, law and employee agreements, the Executive Director shall direct and coordinate the administrative staff in implementing the educational philosophy, and achieving the goals and general objectives of the Governing Board.

The ACES Governing Board expects the administration to demonstrate leadership and to resolve the inevitable problems which will arise both inside the school system and in its relations with the community. Further, the administration is expected to develop good working relationships with the total ACES community for the achievement of common goals.

2000.1 Board - Executive Director Relationship

The administration of ACES and its program shall be delegated to an Executive Director, who shall be employed upon terms and conditions as the Board shall approve. The Executive Director shall be an ex-officio non-voting member of the Board and all subcommittees thereof. He/she shall also serve as Secretary and Treasurer of the Board.

Goals and Objectives

The Governing Board believes that proper administration is vital to a successful educational program. The coordination and supervision of all aspects of the operations of the district's schools, pursuant to the policies of the Board, are necessary for the development and maintenance of an effective learning environment. Administrative duties and functions are to be assessed in terms of their contributions to the improvement of education in the district. The Executive Director, as chief executive officer of the district, is to provide the leadership necessary to support this objective.

District administration is to be organized so that all divisions and departments of the central office and all schools operate within a system guided by Board policies, which are implemented through the Executive Director. All personnel will have the necessary authority and responsibility (clearly defined and correlated to their roles) to carry out their respective assignments within this framework. Accountability will rest with these same personnel for the effectiveness with which their duties are performed.

Major goals of district administration will be:

- to effectively manage the district's various departments, units and programs;
- to provide professional advice and counsel to the Board and to advisory groups established by Board action. This includes the review of policy alternatives and the subsequent recommendation from among them;
- to perform managerial duties as will best assure effective learning programs, including but not limited to:
  - ensuring the effective implementation of Board policy;
  - addressing the on-site needs of the district's schools;
  - providing leadership in keeping abreast of current educational developments;
  - arranging for effective staff development programs;
  - coordinating cooperative efforts at improving learning programs, facilities, equipment and materials; and
- providing channels for the upward flow of information necessary and useful in the design and development of school policy.

2111 Equal Employment Opportunity

All personnel policies and practices of the Governing Board will be in accord with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications for a position to be filled will be made available to all applicants. Equal employment opportunity means that equal employment possibilities are available to all protected groups and that no individual will be discriminated against because of race, gender, color, religion, national origin, age, sex, sexual orientation, disability, or unrelated abilities to perform the duties of the position.

Legal References:
Executive Order 11246. 

Connecticut General Statutes:
Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment.
46a-51 (8), (17), (18) Discriminatory practices.
46a-58(a) Deprivation of rights.
46a-60 Discriminatory employment practices prohibited.
46a-79 State policy re employment of criminal offenders.
46a-80 Denial of employment based on prior conviction of crime.
10-153 Discrimination on account of marital status.
PA91-58 An act concerning discrimination on the basis of sexual orientation


2112 Professional Development Opportunities

The Governing Board encourages the Executive Director to make every effort to stay abreast of educational trends and to seek and take advantage of opportunities for professional growth.

For these purposes and so that he/she can keep the Governing Board and professional staff informed of new and promising educational developments, the Governing Board encourages the Executive Director to maintain membership in certain professional organizations, attend and participate in workshops, conferences, conventions, and appropriate courses, and to engage in reading and writing of a professional and developmental nature.

The Governing Board recognizes the importance of professional development opportunities for new and experienced administrators. As leaders of ACES, administrators' active participation in professional development provides positive role models for other staff and students by enacting dual roles of teacher and learner. Formal acknowledgment of the importance of these reciprocal roles and responsibilities will lead to sustained professional growth and learning among administrative staff, which will, in turn, benefit the school community.
A philosophy that promotes continued learning for all educators should permeate professional development programs and practices. The philosophy should specifically support different learning needs, based on experience, and an investment in the professional growth of future school leaders.

All administrators should be exposed to professional growth opportunities and educational practices that address ways to foster diversity and equity in the school community. Professional development programs should be developed to assist and alert participants to issues related to the impact of racial, ethnic, and gender bias in the classroom, in the schools, and in the broader community.

*Policy adopted: October 16, 2008.*

### 2120 Organization Chart

The Executive Director will keep the administrative structure up to date within the changing needs of ACES. The ACES organizational chart shall be published yearly and made available to all members of the organization.

*Policy adopted: October 16, 2008.*

### 2121 Lines of Responsibility

All personnel will be responsible to the Governing Board through the Executive Director.

All personnel will refer matters requiring administrative action to the appropriate administrator who will refer such matters to the next level of authority, if necessary.

All personnel shall have the right to appeal any decision made by an administrator, through approved grievance procedures as defined by contract. Where not covered by contract, appeals are routed through an employees’ immediate supervisor, then to the Human Resources Department, then to the Executive Director and if necessary then to the Governing Board.

All administrative personnel will keep appropriate staff informed of pertinent activities.

*Policy adopted: October 16, 2008.*

### 2130 Job Descriptions

The Executive Director shall provide for the preparation and maintenance of job descriptions for all administrative personnel. Such job descriptions shall be kept in a separate manual for that purpose.

*Policy adopted: October 16, 2008.*
2131 Powers of Executive Director

The Executive Director shall have the authority to employ personnel and to negotiate the terms and conditions of their employment, subject to confirmation by the Board and in compliance with all applicable laws.

The Executive Director shall have the authority to sign checks and financial records and to enter into contracts as authorized by the Board on behalf of ACES. In addition, the Executive Director shall have all the powers as described in his/her job description.

Legal Reference: Connecticut General Statutes
10-157 Superintendents


2140 Executive Director

The Governing Board will elect and fix the term of office and salary of an Executive Director who serves as the Chief Executive Officer of the Board and has authority and responsibility for the supervision of the school system.

At the request of the Executive Director, the Board shall provide a written contract of employment which includes salary, benefits and term of office of the Executive Director.

Each year, the Board will evaluate the Executive Director in accordance with guidelines and criteria mutually determined and agreed upon by both the Board and the Executive Director and shall be completed no later than June.

Duties and Responsibilities

The Executive Director shall be the chief executive officer of the Governing Board and shall be responsible for the management of the public schools in the district within federal and state laws and regulations and Board policies. He/she shall be responsible to the Board as a body and not to individuals on the Board and shall be responsible for the execution of all decisions and the administration of Board policies and directions concerning school system operations. The Executive Director shall have the power to act in matters not covered by Board policy, subject to such actions being reviewed by the Board at a regular meeting.

Legal Reference: Connecticut General Statutes
10-157 Superintendents

2141 Recruitment and Appointment of Executive Director

The appointment of an Executive Director is the legal responsibility of the Board. The Board will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board, the aspirations of the community, and foster a diverse professional staff. Efforts will be made to increase recruitment of underrepresented groups, including but not limited to women, minorities and people with disabilities, through the use of nontraditional sources. Applicants who can best fulfill the role will be sought from within the school system and from without.

Appointment of Executive Director

A vote of the majority of the Board members, present at a Board meeting for which due notice has been given of the intended action, will be required for the appointment of the Executive Director.

Legal Reference: Connecticut General Statutes
10-157 Executive Directors


2152 Assignment of Administrative Personnel

The Executive Director shall have the responsibility of assignment of all administrative personnel within the organization. This responsibility shall include the change in assignment of administrative personnel as circumstances warrant.

Among these may be the perceived need to transfer a member or members of the administrative staff from one position to another in the best interest of the organization.


2210 Administrative Leeway in Absence of Governing Board Policy

In cases where emergency action must be taken within ACES and where the Board has provided no guidelines for administrative action, the Executive Director shall have the power to act.

It shall be the duty of the Executive Director to inform the Board promptly of such action and of the need for possible additional policies, or revision of existing policies, and the Executive Director’s decisions shall be subject to review by the Board at its next regular meeting.

2220 Representative and Deliberative Groups

The Governing Board encourages the Executive Director and administrative staff to create and maintain appropriate groups such as councils, cabinets and committees to:

- Foster good communications with the staff, students and the public.
- Allow staff, students, and the public a voice in decisions affecting them.
- Establish effective channels of communication for the public, the students and the district staff.


2231 Policy and Regulation Systems

Policy Manual

The Executive Director shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be made available to all persons concerned.

Policies

Policies are statements of intent adopted by the Board. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Executive Director is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change.

Regulations

The Executive Director is responsible for development and implementation of district regulations. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.


2232 Administrative Reports / ACES’ Annual Report / Announcements

The Executive Director will present reports to the Board on the status of ACES.

The Executive Director shall be responsible for submitting to the Board an annual report.

The Executive Director shall file an annual financial report with the State in accordance with the law.
2240 Educational Research in District Schools

All requests from outside agencies to conduct research within the school district must be directed to the Executive Director. The following criteria will be utilized to make a determination regarding approval of such requests:

- The study results in direct benefits or provides direct services to the children of within the school district.
- The study provides in-service opportunities for the growth and development of faculty and/or staff.
- There be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above.
- Students participating in studies, authorized by school administration, must have the approval of their parents.


2300.1 Statement of Standards for School Leaders

The Governing Board endorses the following “Standards for School Leaders” adopted by the Connecticut State Board of Education. These “Standards” represent the qualities desired of school administrators in this District.

The Educated Person

The school administrator is a school leader who promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.

The Learning Process

The school leader possesses a current, research and experience-based understanding of learning theory and human motivation, helps develop such understanding in teachers and parents, and uses that understanding to promote the continuous improvement of student learning. (i.e., Connecticut’s Common Core of Learning).
The Teaching Process

The school leader possesses a knowledge of teaching which is grounded in research and experience, and uses that knowledge to foster teachers’ reflection on the impact of their professional beliefs, values and practices on student learning. (i.e., Connecticut’s Common Core of Learning).

Diverse Perspectives

The school leader understands the role of education in a pluralistic society, and works with staff, parents and community to develop programs and instructional strategies that incorporate diverse perspectives.

School Goals

The school leader actively engages members of the school community to establish goals that encompass the school’s vision of the educated person and in developing procedures to monitor the achievement of these goals.

School Culture

The school leader utilizes multiple strategies to shape the school culture in a way that fosters collaboration among the staff and the involvement of parents, students and the community in efforts to improve student learning.

Student Standards and Assessment

The school leader works with the school community to establish rigorous academic standards for all students and promotes the use of multiple assessment strategies to monitor student progress.

School Improvement

The school leader works with staff members to improve the quality of school programs by reviewing the impact of current practices on student learning, considering promising alternatives and implementing program changes that are designed to improve learning for all students.

Professional Development

The school leader works with staff members to plan and implement activities that promote the achievement of school goals, while encouraging and supporting staff members as they assume responsibility for their professional development.
Integration of Staff Evaluation, Professional Development and School Improvement

The school leader works with staff members to develop and implement an integrated set of school-based policies for staff selection, evaluation, professional development and school improvement that result in improved teaching and learning for all students.

Organization, Resources and School Policies

The school leader works with staff members to review organization and resources, and develops and implements policies and procedures to improve program effectiveness, staff productivity.

School-Community Relations

The school leader collaborates with the staff to create and sustain a variety of opportunities for parent and community participation in the life of the school.


2400 Evaluation of Administrators and Administration

In order to advance the instructional program of the school district, the Executive Director will establish and will implement an evaluation program for all administrators and teachers. Such a program will be aimed at improving administrator/teacher performance and at promoting professional growth within the framework of the goals and objectives of the school district. Such an evaluative process will include a formal procedure for the evaluation of the Executive Director by the Governing Board.

The Executive Director's evaluation and the evaluation of district administrators and teachers should be viewed as part of an overall district management plan of establishing goals and objective, appropriate programs, and methods of evaluation. Instructional leadership efforts can only be productive if teaching and learning are emphasized and if objectives, measurement, and feedback are part of that effort. Teachers, administrators, central office personnel, and the Board should be partners in the improvement process.

Legal Reference: Connecticut General Statutes

10-151a Access of teacher to supervisory records and reports in personnel file
10-151b Evaluation by superintendents of certain education personnel. (amended by PA 04-137, An Act Concerning Teachers’ Evaluations)
10-151c Records of teacher performance and evaluation not public records
10-220a(b) Inservice training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations.

Policies - Chapter 3000

Concept and Roles in Business and Non-Instructional Operations

Business/Non-Instructional Operations

The Governing Board recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Governing shall:

- Encourage advance planning through the best possible budget procedures.
- Explore all practical sources of financial support.
- Guide the expenditure of funds so as to extract the greatest educational returns.
- Establish top-quality accounting and reporting procedures.
- Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

Non-Instructional Operations

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.

Policy adopted: April 10, 2014
Chapter 3000 Table of Contents

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3010 Goals and Objectives

The Governing Board recognizes excellent fiscal planning as a key factor in attaining the Agency's educational goals and priorities. The Board shall:

- engage in thorough advance planning of budgets;
- explore all appropriate sources of revenue;
- manage expenditures so as to achieve the greatest educational returns given the agency's available resources; and
- expect the highest standards in accounting and reporting procedures.

Budget planning is a cooperative process and should involve administrative staff, professional staff, other staff as applicable and the Board.

Policy adopted: April 10, 2014

3100 Budget/Budgeting System

The annual budget of the agency is a financial translation of the educational aims of the agency.

The school/program budget shall be made up annually from the best estimates that can be made from the program level.

The Executive Director will present to the Governing Board, for its consideration, a budgetary needs assessment for the school system for the next fiscal year.

After a budget has been adopted, it shall be the responsibility of the Executive Director to see that all personnel use the budget in a businesslike manner in supporting the adopted educational goals of the agency.

(cf. 3120 - Preparation of Budget Document)

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

Policy adopted: April 10, 2014
3111 Fiscal Year

The fiscal year of ACES shall commence July 1 of each year and end on the following June 30,

Legal Reference: Connecticut General Statutes
10-51 Fiscal year. Budget.
10-222 Appropriations and budget. Financial information system,
10-259 Fiscal and school year defined.

Policy adopted: April 10, 2014

3113 Setting Budget Priorities

Before adopting the budget, the Governing Board shall study the programs in relation to the present and future needs of the students and the community. To make the budget a comprehensive reflection of the financial needs of the program, steps shall be taken to involve the certified, non-certified, and administrative staff in its development.

Legal Reference: Connecticut General Statute
10-222 Appropriations and budget

Policy adopted: April 10, 2014

3115.1 Budget Development / Establishment of Fees

The Executive Director shall prepare a schedule of proposed fees for the services and facilities of ACES for the ensuing fiscal year to be paid by all users of such services.

Legal Reference: Connecticut General Statute
10-51 Fiscal year. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve funds

Policy adopted: April 10, 2014
3121 Presentation of Annual Budget

The Executive Director shall be responsible for the preparation of a budget for the ensuing year, to be presented to the Board. Said budget will include the cost of operation and proposed tuition fees of each program for the fiscal year.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget (as amended by PA 98-141)

Policy adopted: April 10, 2014

3150 Adoption of Annual Budget

The Board shall adopt either the budget prepared by the Executive Director or any amended version thereof.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget. (as amended by PA 98-141)

Policy adopted: April 10, 2014

3160 Transfer of Funds Between Categories; Amendments

To allow scrutiny of the expenditures and to allow the Board to exercise its oversight responsibility, the Executive Director will furnish to the Governing Board monthly expenditure statements.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget. (as amended by PA 13-60)

Policy adopted: April 10, 2014

3220/3230 State/Federal Funds

State and Federal Aid Eligibility Determination

To provide the best educational opportunities for all children in the agency, it is the objective of the Board to seek sources of revenue to supplement funds provided by local districts and the basic aid offered by the State, provided the additional funds will be used in a manner consistent with the Board's goals and objectives.

Therefore, the Executive Director should:
• Investigate new sources of revenue consistent with the stated goals and objectives of the Board of Education.
• Implement measures necessary to apply for/receive additional revenues.

The Board authorizes the Executive Director or designee to sign all forms for State and Federal programs, unless the Board's approval of the program or its continuation is required by the program.

The Executive Director shall report annually, as part of budget preparation, on the status of all State and Federal programs, including the financial status of each program.

(cf. 3290 — Grants and Other Revenue)
(cf 6161.3 — Comparability of Services)
(cf. 6172.41 — Title I)

Legal Reference: Connecticut General Statutes
10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)

Policy adopted: April 10, 2014

3231 Medical Reimbursement for Special Education Students

The Governing Board will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law.

Legal Reference: Connecticut General Statutes
10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)
42 CFR Parts 431, 433 and 440, Medicaid Program; Elimination of Reimbursement under Medicaid for School Administration Expenditures and Costs Related to Transportation of School-Age Children Between Home and School

Policy adopted: April 10, 2014
3250 Materials/Service Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Governing Board will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Copies of Records

Any person who applies in writing will receive a plain or certified copy of any public record. A fee per page will be established.

(cf. 9330 — Board/School District Records)

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.
10-221 Boards of education to prescribe rules.
10-228 Free textbooks, supplies, material and equipment.
10-228a Free textbook loans to pupils attending non-public schools. 10-229 Change of textbooks.

Policy adopted: April 10, 2014

3270 Sale and Rental of Real Property

Sales

All sales of agency real property excluding land and buildings shall be approved by the Executive Director or designee. Such transactions must be conducted in conformity with state law and federal law when applicable.

Rentals

Rentals of agency property with fees shall be administered in conformity with the building use form established by the Executive Director or designee.

Deposit of Funds

All such proceeds from sales and rentals shall be deposited into the general fund designated by program.

Policy adopted: April 10, 2014
3280 Gifts, Grants and Bequests

ACES may accept on behalf of and for the programs any bequest or gift of money or property and to utilize such money or property so designated.

The Executive Director shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to ACES.

Grants from Private Sources

The Board encourages the development of proposals to private foundations and other sources of financial aid. All such activities are to meet the following criteria:

- They are based on a specific set of internal objectives that relate to the established goals and objectives of the agency.
- They are to provide measures for evaluating whether or not project objectives are being or have been achieved.
- The execution of all projects is to conform to state and federal laws and to the policies of the Board.

Gifts, Grants and Bequests

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Governing Board.

To be accepted, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school district.
2. Be offered by a donor acceptable to the Governing Board.
3. Will not add to staff load.
4. Will not begin a program which the Governing Board would be unwilling to take over when the gift or grant funds are exhausted.
5. Would not bring undesirable or hidden costs to the school district.
6. Will place no restrictions on the school program.
7. Will be suitable for use in meeting the instructional needs of the school, if the gift is technology material, such as computers and/or software. Technology gifts will be analyzed to determine if they are useful and compatible to current technology.
8. Will not be inappropriate or harmful to the best education of students.
9. Will not imply endorsement of any business or product.

10. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become ACES property. A letter of appreciation shall be sent to the donor.

Legal Reference: Connecticut General Statutes
7-194 Powers
10-9 Bequests for educational purposes

Policy adopted: June 08, 2017

3281 School Fund Raisers

It is the responsibility of the Board to control fund-raising activities which involve the students in ACES.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, not the Board’s responsibility for educational funding.
- The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Executive Director.
- Students in grades K-5 shall not be asked to solicit outside of their home.

cf. 1324 — Fund Raising In and For the Schools)

Policy adopted: April 10, 2014
AREA COOPERATIVE EDUCATIONAL SERVICES  
North Haven, CT 06473

FUND-RAISING ACTIVITY APPROVAL FORM

School: ___________________________________________  Date: _________________________

Organization: ________________________________  Supervisor/Contact
Person: ________________________

Fund Raising Activity: (Please Check One)

☐ Gift/Donation      ☐ Raffle/Solicitation
☐ Sale of Goods     ☐ Sale of Services

Details of Fund Raising Activity:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Other (explain):
__________________________________________________________
__________________________________________________________
__________________________________________________________

Date of Fund-Raising Activity: ________________________________
Value of Gift or Donation: ________________________________

If sale of good or services, indicate sales price or range of sales prices: ________________________________

Will items for re-sale be purchased using districts governmental sales and use tax exemption?

☐ Yes ☐ No

If no, explain

__________________________________________________________
__________________________________________________________

Estimated revenue from activity: ________________________________

Principal's
Signature: ________________________________ Date: ________________

Executive Directors'
Authorization: ________________________________ Date: ________________
AREA COOPERATIVE EDUCATIONAL SERVICES
North Haven, CT 06473

FUND-RAISING ACTIVITY FOLLOW-UP FORM #1324A/3281A

School: _______________________________ Date: _______________________________

Organization: ________________________________________________________________

Supervisor/Contact
Person: _______________________________

Proposed date of
event: _______________________________

Section B - To be completed by the supervisor/contact person of the following authorized fundraising activity.

Has the authorized fund raising event taken place: ☐ Yes ☐ No

Did the event take place on the proposed date: ☐ Yes ☐ No

If no, please explain: __________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Date gift or donation received: _______________________________
Actual value of gift or donation: ____________________________________________

If other gift or donation: _________________________________________________

Actual gross revenue received from event: _________________________________

Expenses (if any) incurred to run event: (Please describe and itemize)

_____________________________________________________________________

_____________________________________________________________________

(If needed attach separate sheet)

Total Expenses: $_______________________________________________________

Signature of
Supervisor: ___________________________ Date: __________________________
3290.1 Grants and Other Revenue (Retained Earnings)

Those funds which represent the excess of receipts from all sources over expenditures in any one fiscal year, assuming all receipts are collectible with adjustments made for uncollectible items and all valid expenses are or will be paid shall be classified as retained earnings. Retained earnings shall be reported to the Board as part of the regular yearly audit report. The use of retained earnings will be proposed by the Executive Director or his/her designee and approved by the Board at the December Board meeting.

Retained earnings may be used for, but not limited to:

1. Payment of unbudgeted expenses
2. Enhancements to specific programs
3. Reserves against income shortfall or benefit plans
4. Other funds or project
5. Programs that are value added to ACES.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education

Policy adopted: April 10, 2014

3290.2 Grants and Other Revenue (Escrow)

At the close of a fiscal year; the Governing Board may approve the carrying forward of "excess" income for a particular program if that program generated:

1. Excess revenue while partially supported by a grant and will need such funds when grant support ceases.
2. Revenue in one fiscal year for work that must be performed in the next fiscal year.
3. Excess revenue that can be utilized for capital expenditures and/or improvements in a subsequent year.

Legal Reference: Connecticut General Statutes
10-222 Appropriation and budgets. (as amended by PA 98-141)

Policy adopted: April 10, 2014

3292 Investing

Idle funds may be invested in securities and/or savings accounts that have been approved by statute and/or governmental agencies.

Policy adopted: April 10, 2014
3293 Depository

The Board's Executive Director or the designee shall from time to time name one or more depositories of ACES funds.

Legal Reference: Connecticut General Statute
10-248 Payment of school expenses.

Policy adopted: April 10, 2014

3293.1 Authorization of Signature

The Executive Director and/or the Assistant Executive Director for Finance and Operations, individually or jointly as may be required, are hereby authorized to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the Agency's business, including documents that support the adopted budget or that implement the Board's established policies or programs. This authorization does not extend to those agreements or other documents which require specific, formal approval of the Governing Board and/or the signature of the Board Chairman or other officer of the Governing Board.

If the State Department of Education regulations require it, the Governing Board will annually renew this authority, designating by name the individuals holding the positions of Executive Director and Assistant Executive Director for Finance and Operations who are so authorized.

Policy adopted: April 10, 2014

3300 Expenditures/Expending Authority

The Executive Director or designee shall develop regulations establishing the purchasing program for the school system, including such activities as ordering, verifying receipt of orders, distribution of materials received, and payment of bills.

Purchases or contracts made outside of the approved purchasing system may not be the responsibility or honored for payment by the Governing Board.

(cf. 3170 — Budget Administration)

Policy adopted: April 10, 2014

3313 Relations with Vendors

The Agency shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor.
Conflicts of Interest and Endorsements

The district will not purchase supplies or materials from a staff member of the school district, nor from a member of the household of the staff member unless the purchase follows acceptable purchasing procedures.

Employees of the district will not endorse products or services unless authorized by the Executive Director in such a manner that will identify him/her as an employee of the district.

Affirmative Action

The Agency shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, gender, religious creed, age, marital status, national origin, sex, sexual orientation, physical handicap, disability, gender identity and genetic identity either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Connecticut General Statutes 46a-58 through 46a-81 re discriminatory practices

- Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act
- Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: April 10, 2014

3313.5 Affirmative Action for Vendors

The purpose of this policy is to prohibit discrimination based on race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental 'disorder, mental retardation, learning disability, physical disability, gender identity or genetic identity and insure equal employment opportunity for minority group persons and women in all contracts, including the bidding process, for the purchase of labor and materials, supplies or services pursuant to contracts offered and awarded by the Governing Board.

Vendors will not discriminate against any employee or applicant for employment because of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, physical disability, gender identity or genetic identity. The vendor will take affirmative action to insure that applicants are employed and that employees are treated during employment, without regard to their race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, or physical disability.

The contractor will comply with all provisions of this policy and of the relevant rules, regulations and orders of the Executive Director or designee.
The contractor will furnish all information and reports required by the rules, regulations and orders of the Executive Director or designee issued pursuant to this policy.

In the event of the contractor's noncompliance with the anti-discrimination clauses of this policy or With any of such rules, regulations, or orders, policy shall be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts, and such other actions shall be imposed and remedies invoked as provided by law.

The contractor agrees to comply with all applicable state and federal statutes, regulations, and executive orders.

Legal Reference: Connecticut General Statutes
- 10-153 Discrimination on account of marital status
- 461-81a Sexual orientation discrimination defined
- 56a-60 Discriminatory employment practices prohibited.
- Title VII, Civil Rights Act 42 U.S.C. 2000e, et. seq

Policy adopted: April 10, 2014

3320 Purchasing Procedures

The duties of purchasing for the Governing Board shall be centralized under the Assistant Executive Director for Finance and Operations.

The Assistant Executive Director for Finance and Operations shall conduct purchase transactions for the district.

The Assistant Executive Director for Finance and Operations shall be familiar with and perform purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Governing Board policies.

Four fundamental functions for the purchasing personnel are as follows:
- Buy the proper product for the purpose required.
- Have the product available when needed.
- Buy the proper amount of the product.
- Pay the proper price.

Transactions involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Executive Director or designee.

Specifications governing materials are a joint responsibility of the educational, support services and fiscal departments.

Policy adopted: April 10, 2014
3320.1 Procedures for Entering into a Lease Purchase/Agreement

These regulations are provided to ensure proper authorization and recording of Lease/Purchase obligations of ACES.

Definition:

A Lease/Purchase agreement is a commitment to acquire equipment or materials where payments will be made from more than one fiscal year, and where the Board may have option to take permanent title to the equipment or materials at the end of the lease for a nominal or zero payment.

1. Lease/purchase agreements will be coordinated by the Assistant Executive Director for Finance and Operations.

2. Lease/purchase agreements will be executed by the Executive Director or his/her designee.

3. All lease/purchase agreements will contain a non-appropriation clause permitting early termination of the agreement if sufficient funds are not appropriated.

4. When deemed necessary by the Executive Director of designee, lease/purchase agreements will be reviewed by the ACES Attorney.

Policy adopted: April 10, 2014

3320.2 Standards for Supplies

The Executive Director or designee shall determine standards for equipment and supplies used in the operation of the program. Such supplies shall be appropriate to the activities of ACES. Quality shall be the controlling factor.

Policy adopted: April 10, 2014

3321 Requesting Goods and Services (Requisitions)

The Executive Director shall arrange appropriate administrative review channels in which all requisitions will be examined and approved prior to purchase.

The Executive Director or designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the Agency.

Policy adopted: April 10, 2014
3323 Competitive Pricing

The following guidelines are designed to clarify purchasing policies and procedures. The objectives of these policies are:

1. To protect ACES's interest at all times.
2. To maintain the efficient and economical expenditure of agency funds.
3. To secure the best possible price and quality for materials, supplies, equipment, and services.
4. To purchase the best quality or service for the appropriate price.
5. To obtain discounts whenever possible.

PURCHASE ORDERS

The Purchase Order is an instrument designed to expedite, control, and centralize purchasing for ACES. The Purchase Order is the vendor's authorization to deliver and charge for the desired goods or services. It is the Board's commitment for the value of those goods or services. A purchase order is required for all purchases. The Executive Director shall pre-authorize all purchases exceeding $10,000.

BIDS AND QUOTATIONS

All purchases over $10,000 are to be done on a competitive basis. This can be done in a variety of ways, depending on the dollar amount of the purchase involved.

PROCEDURE

A. All purchases must have a purchase order prior to purchase.
B. Purchases of $10,001 to $25,000: Oral or written quotations based on specifications must be obtained from at least two (2) suppliers before placing an order.
C. Purchases of $25,001 to $50,000: Written quotations based on specifications must be obtained from at least three (3) suppliers before placing order.
D. Purchases In Excess Of $50,000:
   A. Invitation for Bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.
   B. Public Notice. An invitation to bid shall be published either on the Connecticut Department of Administrative Services procurement website or in a newspaper having circulation in the Greater New Haven area. The public notice shall state the place, date, and time sealed bids will be opened.
   C. Bid Opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount
of each bid, and such other relevant information, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection. Bids returned later than the time or date specified cannot be considered, and will be returned to the bidder unopened.

D. **Bid Acceptance and Bid Evaluation.** Bids shall be unconditionally accepted without alteration or correction. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose.

E. **Award of Contract.** ACES reserves the right to accept or reject any or all bids, the purpose of this being to protect the public interest and not the private interest of any bidder. Contracts shall be awarded to the lowest responsible bidder, who shall be determined by the following factors in addition to price:

   a. The ability, capacity, and skill of the bidder to perform the contract.
   b. Whether the bidder can perform the contract or provide the service promptly, or within the specified time, without delay or interference.
   c. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
   d. The quality of performance of previous contracts or services to the agency or others.
   e. The previous and existing compliance by the bidder with laws or ordinances relating to the contract or service.
   f. The sufficiency of the financial resources of the bidder.
   g. The ability of the bidder to provide an acceptable certificate of insurance.
   h. The ability of the bidder to provide labor, material, and performance bonds as may be required (In lieu of a bid bond, other forms of surety may be acceptable).

E. **Exceptions to Bids and Quotations**

   a. Contracts for professional services (legal, engineering, architectural, auditing, etc.).
   b. Purchases made through regional or state agencies, purchasing consortia, or other public entities that permit school districts to participate in their bidding process.
   c. When the nature of the services to be performed are best provided by one source because of the sources expertise or prior knowledge, or when one material is most suitable and that material is only reasonably obtainable from one source.
   d. Reordering of stock when the continued purchase of the identical item is in the best interest of the agency and there is only one source for that product reasonably available.
   e. When Federal or State laws or regulations prescribe procedures different than those found in these Purchasing and Bidding Procedures.
   f.
EMERGENCIES

ACES, through its Executive Director, may waive the procedures outlined herein, and prescribe alternative procedures for particular situations.

Policy adopted: October 09, 2014

3324.1 Awarding of Contracts

Contracts will be awarded on the basis of the lowest responsible bid received. Other factors to be carefully considered are quality, overall suitability of each item for its intended purpose, and delivery terms.

All contracts between ACES and outside agencies shall conform to prescribed standards as required by law.

All contracts between ACES and outside agencies shall be prepared under the supervision of the Executive Director or designee, and where appropriate, subject to the approval of the legal advisor to ACES.

Affirmative Action

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, physical handicap, gender identity, genetic identity or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference:

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted: April 10, 2014
3326 Paying for Goods and Services (System of Accounts)

An accounting system will be established and maintained in accordance with generally accepted accounting practices and all applicable State and Federal regulations.

The Executive Director, or his/her designee, shall be authorized to approve for payment the current obligations of the agency.

Legal Reference: Connecticut General Statute
10-248 Payment of school expenses

Policy adopted: April 10, 2014

3326.1 Payroll Procedures and Authorized Signatures

The Executive Director shall have authority to co-sign checks and financial records on behalf of ACES,

The ACES Governing Board's Fiscal Officer shall have authority to co-sign checks with the Executive Director.

Legal Reference: Connecticut General Statutes
10-248 Payment of school expenses.

Policy adopted: April 10, 2014

3326.2 Payment of Bills

Payment of bills shall be approved by the Executive Director or designee upon presentation of proof of receipt of merchandise or services satisfactorily rendered. A procedure for the processing of such invoices shall be established and maintained by the Executive Director or designee.

Legal Reference: Connecticut General Statutes
10-248 Payment of school expenses.

Policy adopted: April 10, 2014

3326.3 Board of Education Credit Card

The credit card will be under the sole supervision of the Superintendent or the Assistant Executive Director for Finance and Operations or the Fiscal Services Manager, and only expenditures by Board employees to conduct business associated with the Agency will be authorized. The Governing Board credit card shall be used for school business only, not for any personal business. If the Governing Board credit card is used for personal business, disciplinary action which may include termination, may be taken.
The Board employee will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit.

An employee may not be able to use the credit card if any of his/her charges are have been disallowed. The Executive Director, or Assistant Executive Director for Finance and Operations has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion the use of the credit card is being abused in any manner.

**Legal Reference: Connecticut General Statutes**
10-248 Payment of school expenses.

*Policy adopted: April 10, 2014*

### 3326.4 Expenditure of Funds

All expenditures from ACES funds shall be requested through and handled by the Executive Director or staff to whom he/she may delegate this responsibility. A procedure for the processing of such requests shall be established and maintained by the Executive Director or designee.

**Legal Reference:**
Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. amended by Title IX, Equal Employment Opportunity Act
Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

*Policy adopted: April 10, 2014*

### 3330.1 Depreciation

For the purposes of computing annual depreciation expense, the straight line method will be used over the estimated useful life of the buildings, permanent fixtures, vehicles or equipment.

**Legal Reference: Connecticut General Statutes**
7-392 Making of audits
7-393 Working papers of accountant; preservation for inspection
10-260a Auditing of state grants for public education

*Policy adopted: April 10, 2014*
3420 Classification of Expenditures

Proposed expenditures shall be budgeted under and actual expenditures shall be aligned as applicable to those budget categories as defined in Financial Accounting Classifications and Standard Terminology for Local and State School Systems: Department of Health, Education, and Welfare Publication No. (OE) 73-11800, and/or any State mandates.

Legal Reference:
Financial Accounting Classifications and Standard Terminology for Local and State School Systems

Policy adopted: April 10, 2014

3432.1 Financial Records

Financial records will be kept on the file at the office of ACES for such periods as may be consistent with generally accepted accounting practices and all applicable State and Federal regulations.

Acting in accordance with the provisions of federal or state law for record retention, ACES will use permanent digital tiles or other advanced technological medium to record its files for permanent storage.

Legal Reference: Connecticut General Statutes
Section 1-200(s) Public records.

Policy adopted: April 10, 2014

3434 Periodic Audit

The Board shall from time to time appoint a firm of Certified Public Accountants to serve at the pleasure of the Board as Auditor for ACES.

An annual audit for the preceding fiscal year shall be made by the Auditor each year.

Special audits shall also be made from time to time as required by applicable State, private or Federal programs, and shall conform to audit standards issued by the State Department of Education, State Tax Department, or the federal agencies.

Copies of all audits will be made available to all Board members at the first meeting after the Auditor's report is received.

Legal Reference: Connecticut General Statutes
7-392 Making of Audits.
7-393 Working papers of accountant; preservation for inspection.
10-260a Auditing of state grants for public education.

Policy adopted: April 10, 2014
3435 Fraud Prevention and Investigation

The Board expects all employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the District to act with integrity and due diligence in duties involving the District's fiscal resources.

The Executive Director or his/her designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the District. Each member of the management team shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her areas of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report the suspicions to his/her immediate supervisor and/or the Executive Director or designee. The Executive Director or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

(cf. 3100 — Budget/Budgetary System)
(cf. 3300 — Expenditures/Expending Authority)
(cf. 3324.1 — Contracts)
(cf. 3434 — Periodic Audit)

Fraud, financial improprieties or irregularities include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document.
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling of money or reporting of financial transactions.
5. Profiteering as a result of insider information of District information or activities.
6. Disclosing confidential and/or proprietary information to outside parties.
7. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment.
8. Failing to provide financial records to authorized state or local entities.
9. Any other dishonest or fraudulent act.

The Executive Director or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Executive Director or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know.

Policy adopted: April 10, 2014
3440 Inventories

Property and equipment records will be updated as additions and dispositions take place. An annual inventory of all property and equipment with a unit value of $1,000 or more will be maintained. In addition, items purchased with Federal or State grant funds will be accounted for separately in the inventory in the manner prescribed by State and Federal regulations.

Policy adopted: April 10, 2014

3450 Monies in School Buildings

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of agency employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for in a timely manner. Monies shall be kept in a secure location until deposited.

Policy adopted: April 10, 2014

3451 Petty Cash Funds

Petty cash funds shall be established annually, such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment.

Policy adopted: April 10, 2014

3453 Operations School Activity Fund

The Executive Director may establish school activity funds for school organizations.

Separate accounts for each school account and school organization fund in the school activity fund shall be kept. Expenditures from these funds shall be made in a manner and upon such authorization as regulation prescribes, and the control of school funds and school organization funds shall remain in the name of the respective schools and organizations.

Accounts for the public school lunch program shall be maintained in accordance with prescribed regulations whether maintained directly by the Board or through a designated agent, and such funds may include a petty cash account on an interest basis. The School Lunch Program account shall be audited by the auditor in the same manner as the student activity fund and all other accounts as prescribed by State and Federal regulations.

Legal Reference: Connecticut General Statutes

10-237 School activity funds.

Policy adopted: April 10, 2014
3510 Operation and Management of Plant

The care, custody, and safekeeping of all school property shall be the general responsibility of the Executive Director or designee. The Executive Director or designee shall establish procedures necessary to: provide information on the condition, location, and value of school property; safeguard school property against loss, damage, or undue depreciation; recover and restore to usefulness any school property which may be lost, stolen, or damaged; and insure the proper maintenance and safekeeping of school property.

School maintenance shall be provided by an agency maintenance department.

Legal Reference: Connecticut General Statutes
10-203 Sanitation

Policy adopted: April 10, 2014

3513.1 Energy Conservation

The Governing Board believes that measures should be taken to conserve energy resources and to reduce expenditures of funds for energy, while providing a safe and comfortable learning environment for all staff and students. Therefore, the Board hereby directs the administration, supported by the school staff, to continually assess the consumption of energy and implement reasonable operating procedures to reduce energy consumption in the District.

The Executive Director or designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy conservation goals. Further, efforts shall be made to identify funding opportunities to help the District achieve its conservation goals.

1. As a general guideline, room thermostats shall be set at 70 degrees Fahrenheit during the heating season. However, other factors affecting comfort level may be taken into consideration, such as the number of outside walls, air movement within the room, and type and location of heating equipment.

2. Temperatures in special areas, such as shower rooms, locker rooms, therapy rooms, therapy pools and other areas, shall be maintained at levels suitable for their use.

3. During the heating season temperatures shall be set back to 55 degrees Fahrenheit when buildings are unoccupied providing that during severe weather the heating system is capable of recovering to daytime temperatures.

4. Fresh air dampers shall be set to provide the amount of fresh air required to conform to the latest ASHRAE indoor air quality standards.

5. Electric portable heaters are not to be used.

6. Thermostats in air-conditioned areas shall be set at no lower than 72 degrees but preferably at 76 degrees Fahrenheit during the cooling season.
7. Air conditioners shall be adjusted accordingly to a higher temperature during time of "no" or "minimal" occupancy. The exception to the rule would be when it is deemed necessary by facilities personnel to operate air conditioning systems continually during periods of severe high temperatures.

8. Doors and windows shall be kept closed whenever possible when heating and/or air conditioning systems are in operation. This is necessary for controls to function properly in maintaining comfort level.

9. Both inlet and outlet air grills for heating and cooling systems are to be kept free and clear from any items that might restrict air flow.

10. Domestic hot water temperatures shall be 120 degrees Fahrenheit, except for dishwashers in food service use requiring 180 degrees Fahrenheit.

11. Lights shall be turned off in classrooms and offices when they are fully unoccupied.

12. Lighting levels shall not be higher than needed to provide adequate lighting for the specific purpose intended and as recommended by the Illuminating Engineering Society.

13. Pumps, fans, and other motors shall be turned off when they are not required to be in operation.

14. The energy efficiency of equipment shall be given major consideration when preparing specifications and making purchases.

Students and employees are expected to contribute to energy efficiency as energy savers as well as energy consumers.

(cf. 7230.1 - New Construction)

Policy adopted: April 10, 2014

3514 Authorized Use of School Equipment

The Executive Director or designee may permit the use of District equipment by school personnel and other groups when such use does not interfere with the District educational programs. "District equipment" is defined as any movable hardware that is not normally identified as a part of a room or building, including chairs, risers, portable stages, audio-visual equipment, tools, physical education equipment, computers, etc.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Executive Director or designee reserves the right to deny use of equipment for non-school use at their absolute discretion.
Control of Equipment

Title to and control over equipment and/or property purchased with federal funds, such as Title I funds, shall be maintained in accordance with the pertinent federal regulations.

(cf 3220 — State/Federal Funds)
(cf. 3290 — Grants and Other Revenue)
(cf. 6161.3 — Comparability of Services)
(cf. 6172.41 — Title I)

Policy adopted: April 10, 2014

3515 Community Use of School Facilities

The Governing Board recognizes that the school, building and grounds, is a valuable resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Executive Director or designee.

The Executive Director or designee is authorized to use his/her discretion in approving or disapproving applications under this policy.

School functions under the direction of the Principal and/or teachers and meetings and programs sponsored by the Board of Education shall be given priority in the use of the building.

Other groups use of building will be subject to the Building Use Manual.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Assistant Executive Director for Finance & Operations or designee at least two (2) weeks before the date of intended use. Agencies using the school on a long term basis must submit applications annually.

A custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.
School grounds **shall** not be available for use after sundown except by permission of the Board.

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

**Legal Reference:** *Connecticut General Statutes*

10-239 Use of school facilities for other purposes Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup. Ct., 6-11-01


*Policy adopted: April 10, 2014*

**3516.12 Asbestos Control**

The agency will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

- Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
- Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
- Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
- Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.
- AO further information concerning the school districts procedures for asbestos control can be kind in the agency offices.
**Legal Reference:** Connecticut General Statutes  
Sec. 19a-329 through Sec. 19a-333  
The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

*Policy adopted: April 10, 2014*

**3517 Security of Buildings and Ground**

Buildings constitute one of the greatest investments of ACES. It is in the best interest of all to protect that investment adequately.

Security includes:

- Minimizing fire hazards.
- Reducing the probability of faulty equipment. Guarding against the chance of electrical shock. Keeping records and funds in a safe place.
- Protecting against vandalism and burglary.

The Executive Director or designee is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

*Legal Reference: Connecticut General Statutes*  
29-389 Stairways and fire escapes on certain buildings.

*Policy adopted: April 10, 2014*

**3517.1 Site and Building Access**

**Identification Badges-Employees**

The Governing Board recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear a District issued, approved identification badge.

Required Identification: All employees, while carrying out regular employment duties, will display identification badges in plain view.

**Issuing Identification Badges**: Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee. ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

**Visitors/Volunteers**: All visitors/volunteers are required to check in to the main office to obtain a visitor’s badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must return the badge to the office or security desk.
**Lost or Stolen Badges**: In the event the identification badge is lost or stolen, the District will provide a replacement at a cost to the employee.

(cf. 1250 — Visits to the School)
(cf. 9030 — Visits to Schools)
(cf. 3516 — Safety)

**Legal Reference: Connecticut General Statutes**
10-221 Boards of education to prescribe rules, policies and procedures.

*Policy adopted: April 10, 2014*

**3523.1 Acquisition and Updating of Technology**

**Technology Purchases**

The Governing Board encourages the use of technology for any District function where efficiency, reliability or student learning will be improved.

**New Programs - Philosophy**

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning by the Technology Department, Educational Technology Department, ACES Inter-district Technology Committee, administrative staff and other staff as necessary. Pilot projects shall be established and evaluated for effectiveness whenever possible prior to implementing a new technological program on a school-wide or District-wide level. District support shall be given only to those new technologies that substantially improve efficiency, reliability or learning beyond current or "traditional" practice.

Whenever resources are allocated for the purchase of new technological hardware or software, resources shall also be allocated for staff training and the necessary supplementary materials and documentation.

**Technology Hardware Replacement**

Technology significantly impacts the classroom and the operation of District schools. The District's technology plan must address all technology-related operations. Primary attention shall be given to the integration of technology into the curriculum and instructional practices. The plan must also relate to the importance of technology in the administration and management of the schools. Moreover, in the selection of new resources, the District must review not only new and desirable technologies, but should also assess existing technologies to determine how they can be integrated with the new. The sophistication of integrated systems can be one of the major strengths of technology for schools.

Students must be technologically literate and acquire skills and knowledge that allow them to function as productive citizens in a technologically-oriented society. To support this goal,
hardware purchase and replacement is one of the components requiring attention in an instructional program promoting technology literacy.

Specifications for hardware selection shall be designed to ensure durable, functional and updated equipment. The Executive Director or his/her designee shall work with staff to develop a long-range plan appropriate for instructional technology.

**Guidelines for Technology Purchases**

The following policy guidelines have been established because of the District's interest in technology and the need to engage in thoughtful planning prior to purchase.

1. The most important criteria for selection of technology are the needs and objectives of the site where technology will be used.
   a. The Technology Department, AITC and Educational Technology Department in conjunction with teachers and administrators involved will identify objectives, site needs and priorities.
   b. Software selection and evaluation shall be weighed carefully in light of available technology and projected replacement hardware. All software must be compatible with licensing methods.
   c. Hardware purchases shall be the result of consultations with users, demonstration of effectiveness, compatibility with district needs and evaluation of its worth from the standpoint of usability and "instructional merit." (Purchases must also be compatible with currently used configurations and platforms.)
   d. Consolidation of purchases shall be planned to insure a more favorable price or bid and the ability to provide continuing hardware and software support.
2. Equipment and software purchase decisions may be the result of comparisons and study of the products from a variety of the vendors if multiple vendors are available.
3. Staff involvement in planning before purchase and in-service programs after purchase shall be considered. The goal of the professional development program will be to support staff at the current level of familiarity with technology and provide continuing training as their skills increase by offering mentoring, peer training, personal tutoring, and workshops.

ACES will follow when feasible and funds are allocated, the ACES State Technology Plan submitted and approval by the State Department of Education.

(cf. 6162.7 - Educational Software)

*Policy adopted: April 10, 2014*

**3523.3 School Facilities—Playground Equipment**

The Governing Board recognizes that playground equipment is an essential part of a complete school facility. Playgrounds allow children further exploration, in the context of play, to stretch their physical and intellectual abilities, social and emotional skills and to learn some basic
principles that can be applied to life in the world. Playgrounds are defined as designated areas where stationary and manipulative play equipment is located to facilitate a child's physical, emotional, social and intellectual development.

All playground equipment, whether purchased by the District or donated by a community or school-related group, must be assessed in terms of suitability for the age level and student limitations to use the equipment in the school setting and for durability and possible health or safety hazards. Consideration shall also be given to potential hazards when the playground is unsupervised during non-school hours.

**Legal Reference:**
- Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Sections 4.19 through 4.8.7, and Sections 7.4.3 and 7.4.4

*Policy adopted: April 10, 2014*

**3524 Hazardous Materials in Schools**

Hazardous materials include any substance or mixture of substances posing fire, explosive, reactive, or health hazards including a number of science laboratory chemicals and supplies, common school cleaning materials, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, and gasoline.

When possible, non-hazardous materials for hazardous materials shall be substituted and minimized amounts of hazardous material shall be used and stored in the schools.

1. To the extent hazardous materials are necessary in educational programs or in school building maintenance, the Executive Director or designee shall develop regulations and practices on:
   2. identification and labeling of hazardous materials;
   3. use of hazardous materials;
   4. storage of hazardous materials; transportation of hazardous materials;
   5. disposal of hazardous materials;
   6. maintenance of material safety data sheets in the building Principal's office;
   7. chemical hygiene plans shall be maintained at all schools that have a science laboratory;
   8. training of appropriate staff in procedures and practices enumerated in 1-5 above.

Procedures must comply with applicable local, state, and federal laws and regulations pertaining to safe and proper use, storage, transportation, and disposal of hazardous materials.

**Legal Reference: Connecticut General Statutes**
- 19a-332 through 19a-332d re carcinogenic substances and asbestos abatement.

*Policy adopted: April 10, 2014*
3524.1 Pesticide Application/Integrated Pest Management

A pesticide is defined as a fungicide used on plants, an insecticide, a herbicide or rodenticide but does not mean a sanitizer, disinfectant, anti-microbial agent or pesticide bait.

No person, other than a pesticide applicator with supervisory certification under section 22a-54 of the general statutes or a pesticide applicator with operational certification under section 22a-54 of the general statutes under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or the grounds of any school. This restriction shall not apply in the case of an emergency application of pesticide to eliminate an immediate threat to human health where it is impractical to obtain the services of any such applicator. Parents/guardians, staff will be notified of the Integrated Pest Management Policy under Section 10-231a et. seq.

In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the Agency shall follow the principals of Integrated Pest Management (IPM). The Executive Director or designee shall ensure that the Agency follows Integrated Pest Management Procedures so as to use the most appropriate and least toxic method of control.

The Executive Director or designee will establish a Procedure to comply with this policy.

Legal Reference: Connecticut General Statutes

- 22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.
- 22a-58. Records to be kept by distributors and applicators.
- PA 99-165 An Act Concerning Notice of Pesticide Applications at Schools and Day Care Centers.

Policy adopted: April 10, 2014

3524.2 Green Cleaning Program

Environmentally sound, effective and health cleaning and sanitizing products should be used in all schools. Accordingly, a Green Cleaning Program will be implemented no later than July 2011, to provide for the procurement and proper use of environmentally preferable cleaning products in all schools. In accordance with such Green Cleaning Program, only products that meet guidelines or standards set by a national or international certification program approved by the Department of Administrative Services in consultation with the Environmental Protection Commissioner, and that as far as possible minimize potential harmful effects on human health and the environment will be used in the schools.
In addition, a written statement of the Green Cleaning Program will be provided annually to all school staff and, if they request it, to parents or guardians of students. Staff and students who join schools during the school year will also be provided such written statement, and it shall be posted on the ACES website as well as the website of each school with a website.

No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

**Legal Reference:** *Connecticut General Statutes*  
Section 10-220 Duties of Boards of Education  
P.A. 09-81 An Act Concerning Green Cleaning Products in Schools

*Policy adopted: April 10, 2014*

### 3532 Insurance

The insurance coverage of the district should provide the broadest, most complete coverage available, but should be secured at the most economical cost to the district consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance agent who is awarded any part of the district's insurance business must be able to provide prompt and efficient service.

ACES shall indemnify and hold harmless any member(s) of the Governing Board against when any action is instituted or any judgment of money damages is obtained for the acts of such member(s) other than those of a reckless nature or which constitute gross negligence.

**Legal Reference:** *Connecticut General Statutes*  
10-235 Indemnification.  
10-236 Liability insurance.  
10-236a Indemnification of personnel assault in line of duty.  
14-29 Insurance or bond of public service motor vehicle and service bus owners.  
52-557 Injury to children being transported to school.

*Policy adopted: April 10, 2014*

### 3533 Employee/Officer Bonds

All officers and employees of ACES responsible for the handling of funds shall be bonded in amounts satisfactory to the Board. These officers and employees shall be covered under a blanket fidelity bond purchased by ACES.

*Policy adopted: April 10, 2014*
3541 Transportation

The Governing Board will provide transportation, under provisions of state law and regulation, under contract, for all students who qualify for such service, for local educational agencies.

The Executive Director shall administer the operation so as to:

- Provide for maximum safety of students.
- Supplement and reinforce desirable student behavior patterns.
- Assist handicapped students appropriately.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Legal Reference: Connecticut General Statutes

- 10-186 Duties of local and regional boards of education
- 10-220 Duties of boards of education
- 14-275 Equipment and color of school buses
- 14-275a Use of standard school bus required, when.
- 14-275b Transportation of handicapped students.
- 14-275c Regulations re school buses and motor vehicles used to transport special education students.
- 14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.
- 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.


Policy adopted: April 10, 2014

3541.23 Transportation—Bus Contractor

Student transportation services shall be provided by private contractors consistent with contractual arrangements as offered by the Agency from time to time.

The student transportation services contract may be determined by public competitive bid and shall be qualified in all ways as required by Connecticut General Statutes.

Contracts for transportation approved by the District shall contain, at a minimum, the following provisions:
1. assurance that the contractor will establish and implement a drug and alcohol testing program that meets federal requirements;
2. number of buses, including type of vehicles and fleet age, and specifications regarding equipment that is acceptable;
3. communication equipment required on each bus;
4. personnel including drivers, dispatchers, supervisors, and such other staff as are required to effectively implement the terms of the contract;
5. details regarding establishment of routes and schedules, and the method for amendment thereto;
6. compensation including regular routes, field trips, and extra trips, and the specific means for invoicing services;
7. requirements for performance, and penalties for nonperformance under the contract;
8. requirement that the contractor cooperate with the Executive Director or any designee of the Executive Director in following District procedures for the handling of complaints;
9. insurance requirements; and
10. declaration that the contractor meets or exceeds all legal requirements to enter into a contract for student transportation services.

Contractors shall cooperate with the District with respect to supporting the routing decisions made by the District when applicable.

School bus evacuation drills shall be conducted twice during each school year. Documentation shall be provided to the Executive Director or designee demonstrating compliance with this requirement.

Legal Reference: United States Code, Title 49
   2717 Alcohol and controlled substance testing (Omnibus)
   Transportation Employee Testing Act of 1991

Policy adopted: April 10, 2014

3541.313 Routes & Services/Transportation

1. Video Cameras on School Transportation Policy:
   Video cameras may be installed on school buses operated by the ACES Governing Board or its transportation contractor. All video tapes will remain in the custody of the transportation provider. The use of video cameras is primarily intended to be an extension of the disciplinary procedures employed by school administrators and for driver/student training purposes. Video tapes may be used to supplement or support the investigation of disciplinary infractions.

2. Procedures:
   A. Camera installation/distribution: Video system hardware and black boxes should be installed on designated buses operated by the transportation provider and/or ACES vehicles. The actual number of cameras employed will be at the
discretion of the Board. The cameras will normally be rotated between the vehicles on a random daily basis, however, a school administrator or the transportation provider may request surveillance of a particular vehicle for a longer duration. Neither the vehicle operators nor the students should have knowledge of which vehicles have cameras installed.

**B. Video tape custody:** Video tapes will be retained by the transportation provider or ACES for twenty (20) working days. After twenty working days, the tapes will be reused in the video equipment on the vehicles. If an administrator needs to view a tape, he/she must request the tape within twenty (20) working days of the time the incident occurred. A SCHOOL ADMINISTRATOR IS THE ONLY PARTY THAT MAY REQUEST TAPES FROM THE TRANSPORTATION PROVIDER FOR VIEWING PURPOSES.

**C. Video tape retention:** If a school administrator determines that a tape should be kept for evidence, the tape should be retained permanently by the school administrator and not returned to the transportation provider.

**D. Confidentiality:** Every effort must be made to preserve the confidential nature of video surveillance and the rights of students and vehicle operators.

**Legal Reference:** *Connecticut General Statutes*

10-97 Transportation to vocational schools.
10-186 Duties of local and regional boards of education re school attendance.
10-220 Duties of boards of education.
10-220c Transportation of children over private roads.
10-233a and 10-233c Suspension of students.

*Policy adopted: April 10, 2014*

**3541.35 Procedures for Emergencies; Safety – Transportation**

**Procedures to be Followed in the Event of an Accident to a Bus**

In the event of an accident (any kind of impact) the driver shall contact, by radio or other means as soon as possible, the Transportation Office or other designated office if an outside contractor and inform them of the location and information on injuries, if any. If the driver is unable to contact the Transportation Office or other designated office, he/she shall contact the Police. The driver shall remain at the accident scene until a representative arrives from the office.

If necessary, the Transportation Office or Police will contact emergency medical services. If anyone is in need of immediate medical attention and/or hospitalization, they will be taken to the nearest hospital.

The driver, Police officers at the scene, and/or administrators on the scene, will take student names, seating arrangements, and provide police with dates of birth and addresses.

Bus drivers are not to release students until directed by an administrator or Police.
Parents of students in need of medical attention will be notified as soon as possible by an administrator. An administrator, at an appropriate time, may send written correspondence to parents briefly describing the situation. However, due to possible litigation, only information pertaining to location, date, time, and seriousness of reported injuries should be transmitted.

The Transportation Office or other ACES designated office or designated contractor will arrange, if necessary, alternate transportation from the scene of the accident to home or school as appropriate.

**Bus Driver Safety**

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized when it is deemed necessary and appropriate:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint may result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well-being of other occupants of the bus, the above procedure may be disregarded and immediate suspension be invoked. In all cases due process procedures shall be followed.

(cf. 5114 - Suspension/Expulsion)
(cf. 5131.1 - Bus Conduct)

*Policy adopted: April 10, 2014*

**3541.4 Transportation Equipment**

Buses or other transportation vehicles which do not conform to the requirements of law and the regulations of the State Department of Education shall not be used for transporting school children to and from school or on school-sponsored activities.

*Legal Reference: Connecticut General Statutes*

14-257 Crowded seats; riders on outside of vehicle. Aisle seats.
14-262 Width and length of vehicles.
14-273 Operation of public service motor vehicles.
14-274 Hours of operation of public service and commercial motor vehicles.
14-275 Equipment and color of school buses.
14-275a Use of standard school bus, required when

Policy adopted: April 10, 2014

3541.44 Privately Owned Vehicles

The Governing Board recognizes that, emergency circumstances, district employees may need to use private vehicles for school purposes.

Prior authorization may not be necessary in the event of an emergency. The district assumes no liability unless the employee has prior authorization for such transportation.

The emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

(cf. 4133.1/4233.1 — Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions.
14-212 (8) Definitions - "Student transportation vehicle."
14-212 (2) Definitions - "Carrier."
PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement
Declaratory Ruling, Nov. 16, 2007 Robert M. Ward, Commissioner, DMV

Policy adopted: April 10, 2014
Exhibit

DRIVER’S INSURANCE LIABILITY

Teachers, parents or students driving for field trips or other school activities must realize that effective January 1, 1994, Connecticut No Fault Insurance (PIP) was changed by the Connecticut Legislature so that it is no longer mandatory coverage on an individual's automobile policy.

As in the past, your personal auto policy is considered primary coverage should you or a passenger be involved in an accident. Therefore, in accepting the responsibility of driving for school related events, you should first discuss the ramifications of this change in the law with your insurance agent so that you have adequate coverage in place.

The school insurance carrier has secondary responsibility in matters involving a claim and will only consider a claim after all claims are settled with your insurance carrier.

____________________________  understand and accept the responsibilities of the above statement.
Name

____________________________
Signature

____________________________
Insurance Carrier

NOTE: This particular statement should be presented to the appropriate people whenever they are considering some outside activity that involves students or parents who volunteer for field trip driving.
3541.5 Records and Reports—Transportation Complaints

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The Coordinator will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

The Executive Director will provide the commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: April 10, 2014

3541.8 Transportation: Student Bus Assignments

All school buses have an approved seating capacity which shall not be exceeded. Since these buses are scheduled to make best use of the stated capacity, it shall be the policy of ACES that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made with the approval of the administrator. These exceptions must be approved by the school principal and/or ACES Transportation Coordinator. Before the administrator will approve any change in a bus assignment that is a single day, the administrator may request a note, or e-mail from the parent or guardian be received for the change.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education

Policy adopted: April 10, 2014

3542 Food Service

School Lunch Service

School lunch and/or breakfast service shall be provided in schools as determined by the Executive Director. This service shall be under the supervision of the Assistant Executive Director for Finance and Operations.

Aims

Policies governing the operation of the school lunch/breakfast program shall be:

1. Wherever breakfast and/or lunch is served, to provide nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating.
2. To provide lunches/breakfast free or at reduced rates to children whose economic or health needs require such action, with the approval of the Executive Director or designee.
Maintenance of Sanitary Conditions

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times.

Financing

The school breakfast and lunch program shall be financed as follows:

- Prices of school breakfast/lunches shall be determined by the Executive Director or designee in accordance with all prevailing costs of the programs.
- Costs and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Assistant Executive Director for Finance and Operations or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the district auditor.
- Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Governing Board.

Food Service Participation

ACES may participate in the National School Breakfast and/or Lunch Program and is hereewith authorized.

ACES shall follow the rules and regulations of the National School Breakfast and/or Lunch Program as administered by the State of Connecticut.

Authorization is granted to the Executive Director or designee to act on behalf of the Governing Board for purposes of participating in the National Breakfast and/or Lunch Program.

Legal Reference: Connecticut General Statutes
10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
10-215a Nonpublic school and nonprofit agency participation in feeding programs.
10-215b Duties of State Governing Board re feeding programs.
10-216 Payment of expenses.
National School Lunch Program and School Breakfast Program; Competitive Foods.
(7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772 State Governing Board Regulations
10-215b-1 School lunch and nutrition programs.
10-215b-11 Requirement for meals.
10-215b-12 Reimbursement payments. (including free and reduced price meals)

Policy adopted: April 10, 2014
3542.41 Professional Standards for Food Service Personnel

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for ACES school breakfasts; ACES school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the Superintendent, Business Manager/Director of Finance and/or Assistant Superintendent. The Food Services Director shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District’s Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 3542.43 – Charging Policy)
(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
10-215a Nonpublic school and nonprofit agency participation in feeding programs.

Policy adopted: September 08, 2016
3542.22 Food Service Personnel – Code of Conduct

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a. District employee, officer, or agent;
   b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
   c. His/her partner;
   d. An organization that employs or is about to employ one of the above.

2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of “gratuity” shall be anything of more than fifty dollars in value shall apply.

3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.

5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

Failure of any District employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.

(cf. 3320 – Purchasing Procedures)
(cf. 3323 – Soliciting Prices, Bids)
(cf. 3326 – Ordering Goods and Services, Paying for Goods and Services)
(cf. 3542 – School Lunch Service)
(cf. 3542.31 – Participation in the Nutritional School Lunch Program)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
Legal Reference: Connecticut General Statutes
10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
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10-216 Payment of expenses.
State Board of Education Regulations.
10-215b-1 School lunch and nutrition programs.
10-215b-11 Requirement for meals.
10-215b-12 Reimbursement payments. (including free and reduced price meals)
School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.
Nondiscrimination on the Basis of Handicap in Programs or Activities.
Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.
2 CFR 200.318 General Procurement Standards.

Policy adopted: September 08, 2016

3542.45 Vending Machines

The Governing Board delegates to the Executive Director or designee the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used.

(cf. 3542.34 — Nutrition Program)

Legal Reference: State Governing Board Regulations
10-215b-1 Competitive foods.
10-2210 Lunch periods. Recess
10-221p Boards to make available for purchase nutritious low fat foods and drinks.
PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Policy adopted: April 10, 2014
3542.46 Sanitary Conditions

Sanitary conditions in all phases of the food preparation and serving of food shall be rigidly maintained at all times. All food services staff including staff employed by a food service company, who handle food shall meet all food handling regulations as prescribed and required by the State of Connecticut.

Policy adopted: April 10, 2014

3543.11 Printing and Duplicating Copyrighted Material

Photocopying, Computer Software Duplication, and Videotaping for Education Purposes

This policy is intended to mandate restrictions on illegal violations of the fair use doctrine so as to ensure that teacher behavior within these areas of the instructional process is legal and ethical.

The Governing Board recognizes that it is illegal for anyone to duplicate copyrighted printed, audio or visual materials, and computer software unless copying falls within the bounds of fair use: Any duplication of copyrighted materials by District employees, therefore, must be done with permission of the copyright holder or within the bounds of "fair use" as described below.

Copyright Law

"Congress shall have the power to promote the progress of science and the useful arts by securing to authors and inventors for limited times the exclusive right to their writings and inventions." (Article I., Section 3, U.S. Constitution)

The following exclusive rights are enumerated by law:

a. To reproduce the copyrighted work...;
b. To prepare derivative works based upon the copyrighted work;
c. To distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
d. Perform the copyrighted work publicly; and
e. To display the copyrighted work publicly (17USC106).

Fair Use Doctrine

In describing the purpose of "fair use," Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder's permission provided that four criteria are used to consider when determining if the classroom use is "fair." These four criteria are:

a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
b. The nature of the copyrighted work;
c. The amount and substantiality of the portion used in relation to the copyrighted works as a whole; and

d. The effect of the use upon the potential market for or value of the copyrighted work (17 USC 107).

The exclusive rights and fair use doctrine are the same for computer software, and copyrighted television programs as is for other copyrighted works.

(cf. 6162.6 - Use of Copying Devices)

Policy adopted: April 10, 2014

3560 Capital Outlay

A capital expenditure is an outlay made to acquire tangible fixed asset of buildings, permanent fixtures, vehicles or equipment. It can also be an expenditure that increases the value of existing property or equipment, prolongs its life or makes it adaptable to a different use. In order for expenditure to be capitalized, it must have a minimum cost at acquisition of $5,000. The value of an item to be capitalized will be based on cost including purchase price, freight and installation.

The amount above of a minimum cost may be changed from time to time by the Executive Director or designee.

Policy adopted: April 10, 2014

3998 Disposition of Agency Vehicles

The Board owns and operates a fleet of approximately 120 vehicles to transport students to and from school, clients to work programs, and employees to carry out functions of the agency’s work. The fleet of vehicles includes buses, vans, and automobiles. Normally the Board purchases vehicles to replace old and unsafe vehicles. The DMV maintains a list of inspections and our rating history has been very high. The Board aims to maintain that excellent rating.

Each October, the Coordinator of Transportation shall assess vehicles in the fleet and give each a letter rating in any of the four tiers:

A. normal service,
B. substitute service
C. use for parts, and
D. disposition.

By February, the Executive Director and Coordinator will bid for new vehicles to be purchased in order to replace those vehicles that are to be disposed. The goal is to have new vehicles available for service beginning in July.
The administration will follow these guidelines when vehicles need to be disposed:

1. There is a five year rotation cycle for school buses, vans and cars.
2. Vehicles will assessed in a five year replacement plan and rated as noted above keeping in mind:
   a. Safety
   b. Repair needs and costs
   c. Overall qualities of the fleet and safety inspection results
   d. The Transportation Coordinator will recommend to the Executive Director which vehicles should be traded in, disposed of, or sold. Vehicles will be disposed of in this order:
      i. First, vehicles will be offered to interested employees at the “trade-in value” derived at by taking the average of the Kelley's Blue Book and one other recognized source among NADA, Edmund’s.com, or Cars.com.
         a. If more employees are interested in such purchase than vehicles that are for sale, then a lottery shall be held to determine the buyer for each vehicle.
         b. Vehicles sold to employees are sold “As Is” and employee will need to provide $1,000 deposit within seven (7) days of notice of sale, with balance paid within thirty, (30), days.
      ii. Second, vehicles remaining are to be traded in to offset the purchase price of new vehicles and such trade in vehicles will be negotiated in the normal bidding process with dealers.
      iii. Third, remaining vehicles may be donated to charitable organizations.

Policy adopted: March 12, 2015

3999 Transportation Reimbursement for Board Members

The Board understands that there may be transportation expenses associated with Board work, including mileage to regular, special, committee and other meetings. Accordingly the Board directs the Executive Director to establish administrative regulation procedures for mileage reimbursement through invoice or fuel fill-ups at the agency transportation center.

Policy adopted: March 12, 2015
CHAPTER 4000 – PERSONNEL CERTIFIED AND NON-CERTIFIED

ACES Governing Board employs personnel and retains the services of accountants, attorneys, appraisers and other consultants.

Concepts and Roles in Personnel

All parts of the agency exist to facilitate the educational development of the students and consumers. A dynamic and efficient staff dedicated to education is necessary to constantly improve the education program for the students and consumers. To this end, the development of the personnel policies for certified and non-certified staff is essential. The philosophy of ACES generally will be reflected in these policies.

Through the personnel policies the Governing Board will establish an environment that will attract and maintain the best-qualified people whose mission will be to empower our students, member districts, and other clients to meet educational and life challenges in the changing global environment by providing collaborative, customized, cost effective solutions to meet identified needs of our educational community.

The long-range goals on which these policies will be based are:

1. To recruit, select, employ and retain the best qualified personnel.
2. To provide staff compensation and benefit programs sufficient to attract and retain qualified employees;
3. To provide an in-service training program for all employees to improve their performance.
4. To conduct an employee evaluation program that will contribute to the continuous improvement of staff performance.
5. To assign personnel to ensure that they are used as effectively as possible.
6. To develop employee relationships necessary to obtain and retain maximum staff performance and satisfaction.

Implementation of the adopted personnel policies should include channels of communication and procedures for handling of professional and ethical problems through which all persons or groups affected may express their suggestions, concerns, and opinions.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
46a-60 Discriminatory employment practices prohibited.

Policy revised: November 13, 2014
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4111 Recruitment, Screening and Selection

4111(a) Personnel- Certified/Non-Certified

Recruitment and Selection

The Board of Governors desires the Executive Director to develop and maintain a recruitment program designed to attract and hold the best possible personnel who are “highly qualified” as defined by federal law.

Minority Recruitment Plan

To this end the Board of Governors shall develop and implement a written plan for minority staff recruitment. ACES is committed to recruiting and maintaining a staff that represents the rich diversity of our communities. This commitment translates into recruiting by the ACES administration, in addition to the following:

1. Collaboration with schools of education at area colleges and universities to identify minority candidates
2. Participation in regional and statewide recruitment efforts
3. Networking with community resources
4. Advertising in minority specific newspapers and journals
5. Encouraging young people to consider careers in public education
6. Participating in the RESC Alliance/Minority Teacher Recruitment Alliance

The schools and programs shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.
10-220 Duties of Boards of Education (as amended by PA 98-252)
46a-60 Discriminatory employment practices prohibited

Policy revised: November 13, 2014
4111.1 Equal Employment Opportunity / Affirmative Action

It is ACES Policy to offer equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, age, marital status, national origin, ancestry, sexual orientation or disability (including but not limited to intellectual disability, past or present history of mental disorder, past or present history of physical disability, past or present history of learning disability), gender identity or expression, and genetic information.

Affirmative action shall be taken to ensure the fulfillment of this policy. This equal opportunity policy also includes: hiring, placement, upgrading, transfer or promotion, recruitment, advertising or solicitation for employment, rates of pay or other forms of compensation, training, and layoff or termination.

Legal Reference: Connecticut General Statute
- 10-153 Discrimination on account of marital status
- 46a-60 Discriminatory employment practices prohibited
- 46a-81a Discrimination on the basis of sexual orientation
- Title VII, Civil Rights Act of 1964 as amended
- Presidential Executive Orders 11246 and 11375
- Equal Employment Opportunity Act of 1972
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967
- Connecticut Fair Employment Practices Act, Sec. 504
- Rehabilitation Act of 1973
- Title IX (Sex Equity)
- Age Discrimination Act of 1975
- Vietnam Era Veterans Readjustment Assistance Act of 1974

Policy revised: November 13, 2014

4111.2 Employment of Staff

The Executive Director shall have the authority to employ personnel and to negotiate the terms and conditions of their employment, subject to confirmation by the Governing Board and compliance with all applicable laws.

It is the Board of Governor’s intent to activate and maintain a sufficient number of positions to accomplish the agency’s goals and objectives. The Board of Governors shall employ staff as appropriate.

The Executive Director will ensure that parents/guardians of students in Title I schools are informed of their right to know the professional qualifications of their child’s teacher and will describe where and how this information may be obtained. The Executive Director will monitor Title I schools to ensure that parent/guardians of all students are notified when those students are taught for four or more consecutive weeks by a teacher who is not highly qualified as defined by law.
4112 Appointment Hiring of Certified Staff

It is the policy of the Governing Board to appoint the most qualified applicants to positions of employment within the Public Schools. The Executive Director shall be responsible for the appointment of all teachers as defined in CGS 10-151. Such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement.

Policy revised: November 13, 2014

4112.0 Certification (Certified Staff)

Every “teacher” as defined by Connecticut General Statutes shall be certified according to the provisions of applicable state law.

It is the responsibility of the employee to submit proof of appropriate certification to the Office of Human Resources prior to the commencement of employment. ACES will maintain a record of the employee’s credential as required by law.

It shall be the sole responsibility of the certified employee to see that his/her credentials for certification are completed before the date of expiration and to file the completed certification with the Office of Human Resources.

In the event of a lapse in certification, the employee will have opportunity to be heard to determine if the information is true that the certification has lapsed. If the information regarding the lapse of certification is true, the employee’s status shall be immediately changed to “substitute” (per diem) with no benefits and his/her salary will be reduced to the current rate of pay for substitutes. If an employee fails to obtain appropriate certification within 40 days s/he may be subject to termination of employment. If, within a reasonable period of time following a lapse in certification, an employee provides evidence of appropriate certification, the employee’s salary and benefits shall be reinstated, retroactive to the effective date of certification.

Legal Reference: Connecticut General Statutes §10-220

10-145d-400 (as amended by PA 04-138, An Act Concerning National Board Certification)

Part I Definitions
Part II General Conditions
Part III Types of Certifications
Part IV Special Authorizations
4112.02 Delegation of Authority

The Executive Director may delegate to any employee(s) of ACES any powers or duties relating to the administration of Personnel Policies. The delegation of such powers or duties, however, shall not relieve the Executive Director of responsibility for the action taken under such delegation.

Policy revised: April 11, 1985

4112.03 Probationary Period

The Executive Director shall establish appropriate probationary periods compliant with State law and all collective bargaining agreements and ACES policies (60 working days for non-certified).

At any time during the probationary period, the Executive Director may terminate any employee that is in violation of ACES policy or State law.

Policy revised: November 13, 2014

4112.04 Compensation Schedule

The Executive Director shall prepare and recommend to The Board of Governors the compensation for each class of positions at ACES.

Policy revised: November 13, 2014
**4112.05 Tuition Reimbursement**

The ACES Governing Board is interested in retaining its employment staff and understands the career ladder opportunities that a large organization can provide to its workforce. Additionally, the board is cognizant of shortage areas in the field of education and believes it is imperative to meet the demands in several certificate and licensure fields. To that end, the board shall budget funds to provide non-certified employees with tuition reimbursement for course and degree work related to an area of need as identified by the Assistant Executive Director for Personnel and Special Services. The Executive Director shall establish the guidelines to provide employees with tuition reimbursement in the Administrative Regulation to this policy.

The following are identified as shortage areas for ACES and will be our priority:

- Special Education
- Math
- General Science
- Spanish
- Behavior Analysis

The board will allocate $20,000 yearly and the Executive Director and/or his designee will develop a set of criteria for eligibility and distribution of funds.

*Policy revised: November 13, 2014*

**4112.06 Payroll Deductions**

**Voluntary Payroll Deductions**

Upon written request of at least two (2) percent of the total ACES staff, as determined on September 15 of each year, the Executive Director is authorized to add voluntary payroll deductions, consistent with Federal and/or State Laws or regulations, until the maximum number of deductions permitted by ACES payroll software is reached. Deductions allowed as part of the date of adoption of this policy will be allowed to continue.

In allowing any voluntary deduction, ACES does not endorse or otherwise assume any opinion on the worthiness of the deduction.

**Involuntary Deductions**

Involuntary deductions shall include but not be limited to IRS garnishments, court orders, union dues, judgments against an employee and other legally mandated deductions.

*Policy revised: November 13, 2014*
4112.1 Hiring of Non-Certified Staff

It is the policy of the Board that the Executive Director to appoint the most qualified applicants to positions of employment within the Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Executive Director or his/her designee shall be responsible for appointments to all positions of employment within the Agency which do not require a certificate issued by the State Board of Education.

Legal Reference: Connecticut General Statutes §10-220
Policy revised: November 13, 2014

4112.4 Health Examinations

Upon initial offer of employment, candidates whose position requires Safety Management Training, must pass a physical examination. The Executive Director may at any time require a health examination of any employee of ACES. The cost of said examinations shall be borne by ACES.

The Board of Governors may make pre-offer inquiries into the ability of an applicant to perform job-related functions to verify that they can perform the bona fide occupation qualifications. Medical examinations may be required after an offer of employment has been extended to an applicant and before commencement of employment duties. Any information obtained from such medical examinations will be collected and maintained on separate forms in separate medical files and will be treated confidentially.

An employee who is not qualified to perform their duties or whose medical condition or disability poses a direct threat to the health or safety of individuals in the workplace, once properly established by medical evidence and after proper due process procedures, may be relieved of their duties.

Health Examinations for Drivers

Employees who allow their physical examination to expire prior to obtaining or renewing their license will be required to pay the costs of a new or other physical.

Policy revised: November 13, 2014

4112.41 Return to Work After a Work-Related Injury or Illness

ACES, in concert with our workers’ compensation carrier, supports returning to work an ACES employee who is physically unable to perform the duties of his/her regular job due to a work-related injury or illness. To this end, at ACES discretion, opportunities will be offered on a temporary basis and will generally be for a period not longer than four (4) months from the date of doctor’s authorization to return to such modified status. While on this alternative assignment, ACES will attempt to assign the employee work that will be consistent with his/her work
restrictions. This work may be full or part-time and may consist of duties and tasks different from those of the employee’s regular position.

ACES may determine that such alternative assignment/s is not available for operational reasons. In this event, ACES will continue to review such opportunities for the employee for the duration of his/her leave or employment, whichever is shorter.

If after one year from the date of injury the employee is unable to return to work full-duty without restrictions, ACES will seek to initiate the separation of the employee’s service with ACES.

Policy revised: May 11, 2000

4112.5 Security Check/Fingerprinting

Each applicant shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her at the time of application, 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. All offers of employment will be conditional upon the successful outcome of a reference check and a background record check. This will include of the following: criminal background, Department of Developmental Services (DDS) Registry, and the Department of Children and Families (DCF) Registry.

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, may be grounds for disqualification from consideration for employment or discharge from employment.

Agency 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.

Falsification of Records

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.
4112.51 Reference Checks

The Board of Governors believes that it is critical that references on applicants be checked prior to an offer of employment.

The Executive Director or his/her designee is directed to develop guidelines pertaining to the checking of applicant references.

(cf 5125 – Student Records)

Legal References: Connecticut General Statutes
10-221d Criminal history record checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173 and PA 04-181)
29-17a Criminal history checks. Procedure. Fees.

Policy revised: November 13, 2014

4112.6 Personnel Files

The Personnel File of each ACES employee will be maintained in the Office of Human Resources. Contents of this file shall include but not be limited to the following:

1. Application for Employment at ACES, Certification records
2. Copies of correspondence between staff member and ACES
3. Copies of correspondence about the staff member that have been shared with the staff member including supervisory records and reports of competence, personal character and efficiency as related to evaluation of performance
4. Copies of work assignments
5. References for initial employment
6. Transcripts or other academic records
7. Other material approved by the Assistant Executive Director.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Each employee shall have the right to review and request copies of his/her file upon reasonable notice during the regular hours of the Human Resources Office and at a cost per page.

**Legal Reference: Connecticut General Statute**
- 1-213 Agency administration. Disclosure of personnel, birth and tax records
- 1-214 Objection to disclosure of personnel or medical files
- 1-215 Record of arrest as public record
- 1-206 Denial of access to public records or meetings.
- 10-151a Access of teacher to supervisory records and reports in personnel file.
- 10-151c Records of teacher performance and evaluation not public records. (as amended by PA 02-138)

*Policy revised: November 13, 2014*

**4112.7 Orientation**

Orientation shall assist new staff in becoming acquainted and adjusted to the community and the agency – including policies of the Board of Governors, rules and regulations, and the instructional program.

Administrators, coordinators, directors, and experienced staff may be assigned specific roles in carrying out orientation programs.

*Policy revised: November 13, 2014*

**4112.8 Employment of Relatives**

It is the policy of ACES that individuals shall not be appointed to any full-time, part-time or temporary position which would create a direct supervisor/employee relationship between two individuals who are related by blood, marriage, civil union or law.

In the event of marriage between employees of ACES, creating a relationship which violates this policy, one of the persons affected must transfer to a location compatible with policy provisions, or in cases of refusal to transfer, be terminated from the location by the end of the school/fiscal year or within six months from the date the relationship was established, whichever is the greater period.

In the appointment and selection of new employees, the agency shall adhere to this policy.

(cf. 9270 – Conflict of Interest)
Legal Reference: Connecticut General Statutes
7-479 Conflicts of Interest
46b-38nn Equality of benefits, protections and responsibilities (civil unions)
46b-3800 applicability of statutes to civil unions and parties to a civil union

Policy revised: November 13, 2014

4114 Assignment and Transfer

The Executive Director shall make such assignment(s), reassignments and transfers of employees as are necessary in his/her professional judgment to secure the highest efficiency of the entire staff.

Transfers will be made in the best interests of the agency, subject to provisions of applicable collective bargaining agreements if one so exists for an employee group.

Policy revised: November 13, 2014

4115 Supervision and Evaluation

The Executive Director shall continuously evaluate or cause to be evaluated each staff member.

All staff members should refer to the appropriate evaluation plan provided by the agency for specific details in regards to individual evaluation. Evaluation tools will be in alignment with the job description of each employee, state law and/or regulations where applicable.

Legal Reference: Connecticut General Statutes
10-151b Evaluation by Executive Director and certain educational personnel (amended by PA 04-137, An Act Concerning Teacher Evaluations)
10-151c Records of teacher performance and evaluation not public records
10-220a(b) In-service training
20-U.S.C. Section 1119 No Child Left
34 C.F.R. 200.55 Federal Regulations
Circular Letter C-6, Series 2004-2005, Determining “Highly Qualified” Teacher

Policy revised: November 13, 2014

4116 Personnel – Certified

Probationary/Tenure Status

All certified personnel may attain tenure as provided by law (C.G.S. 10-151)
The Board of Governors will expect thorough and competent evaluations of all personnel before they become candidates for tenure.

Procedures for continuation or termination of a contract, failure to renew a teacher’s contract, or appeals thereof shall be in accordance with Connecticut General Statute 10-151.

(cf. 4115 – Evaluation/Supervision)
(cf. 4117.4- Dismissal/Suspension)

Legal Reference: Connecticut General Statutes
10-151 Employment of teachers. Notice and hearing on termination of or failure to renew contract. Appeal

Non-Teaching Duties

Within each building, Administrators will plan and assign non-teaching duties as required and permitted by bargaining units agreement language and practices for the effective operation of the building.

Policy revised: November 13, 2014

4117.2 Acceptance of Resignation

The Executive Director is authorized to accept resignations of all certified and non-certified personnel and report these resignations to the Board of Governors at its next regularly scheduled meeting.

Policy revised: November 13, 2014

4118.11 Sex Discrimination and Sexual Harassment in the Workplace

It is the policy of the Board of Governors to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Title IX

The Board of Governors agrees to comply with Title IX of the Education Amendments of 1972 and the Regulations promulgated pursuant thereto, The Board of Governors designates the Assistant Executive Director for Personnel and Special Services as Compliance Officer. The Board of Governors shall, at least annually, notify all students, consumers, parents/guardians, employees and labor organizations with which it deals of the name, address and phone number of the Compliance Officer and the procedure for processing grievances.
Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

**Harassment**

Sexual harassment is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

**Training**

Each year, if the Board of Governors deems it appropriate, employees will receive training regarding sexual harassment and related matters. Such training may include a review of this regulation and procedures, discussion, films, or other activities.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Executive Director, or his/her designee in accordance with the district’s sex discrimination and sexual harassment grievance procedure. Retaliation against any
employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

Legal References: United States Constitution, Article XIV
Title IX of the Education Amendments of 1972, 20 USCS § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.
Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.
Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Policy revised: November 13, 2014

4118.13 Personnel – Certified/Non Certified - Conflict of Interest

The Board of Governors wishes to avoid any conflict of interest on the part of its employees regarding their personal interests and the interests of the agency in dealing with suppliers, contractors and all organizations or individuals doing or seeking to do business with the agency.

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees. This means that:

1. Any device, publication or any other item developed during the employee’s paid time shall be district property;
2. Employees will not engage in any work where the source of information concerning customer, client or employer originates from information obtained throughout the school agency.

Legal Reference: Connecticut General Statutes
7-479 Conflicts of interest

Policy revised: November 13, 2014

4118.22 Code of Ethics

All staff members are expected to adhere to the CT Code of Professional Responsibility for Educators and ACES mission and beliefs. For the purpose of this policy, “educators” includes all ACES employees.
The Code of Professional Responsibility for Educators (CT State Department of Education) is a set of principles for employees to honor and follow. These principles and standards guide conduct and judicious appraisal of conduct in activities that have professional and ethical implications.

ACES is vested by the public with a trust and responsibility requiring the highest ideals of professionalism. Therefore, the educator accepts both the public trust and responsibilities to practice the profession according to the greatest possible degree of ethical conduct and standards.

Reference: Connecticut Education Association Code of Ethics
Connecticut Code of Professional Responsibility for teachers
Regulation of Connecticut State Agencies
CGS 10-145d-4001

Policy revised: November 13, 2014

4118.231 Smoking, Drinking, and Use of Drugs on School Premises

4118.231.1 Drug Free Work Place

No employee of ACES shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

Workplace is defined to mean the site for the performance of work done including:

- Any ACES building or premises
- Any ACES owned vehicle used to transport students and consumers to and from ACES
- Any ACES sponsored or ACES approved activity where students and consumers are under the jurisdiction of ACES

As a condition of employment at ACES, each employee shall abide by the terms of ACES policy respecting a drug free workplace. Any violation of this policy by an ACES employee shall be subject to disciplinary action which may include immediate dismissal.

Disciplinary sanctions (consistent with local, State and Federal law) against employees ACES Policy Manual including non-renewal, suspension, termination and enrollment and successful completion of an appropriate substance abuse rehabilitation program shall be in accordance with prescribed ACES policies and administrative procedures.

Policy revised: September 25, 1991
4118.231.2 Staff Smoking

Staff, in accordance with state law, are prohibited from smoking in school buildings. Area Cooperative Educational Services recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and non-smoker. Because of the Board of Governor's grave concern for the safety of the system-both people and property and in order to protect the staff from an environment that may be harmful to them and because of possible harm to personal well-being, the Board of Governors hereby designates all buildings and vehicles owned or leased by Area Cooperative Educational Services to be non-smoking areas.

For the purposes of this policy, "smoking" will mean all uses of smoking materials and tobacco, including cigars, cigarettes, pipes, chewing tobacco, and snuff.

There shall be no smoking or other use of tobacco products on any ACES’ property or during the course of any trip or agency activity sponsored by or under the supervision of the ACES Governing Board or its authorized agents.

The ACES Governing Board hereby directs the Executive Director or his/her designee to develop the necessary procedure and rules to insure the implementation and enforcement of the non-smoking policy.

**Legal Reference:** Drug- Free Workplace Act, 102 Stat. 4305-4308

Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226(199)

21 U.S.C. 812, Controlled Substances Act I through V, 202

21 C.F.R. 1300.11 through 1300.15 regulation


**Connecticut General Statutes**

1-21b Smoking prohibited in certain places


4118.233 Weapons and Dangerous Instruments

4118.233.1 Workplace Violence Prevention Policy

ACES is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats and/or violent acts.

No employee of ACES or other person shall possess or store a deadly weapon, or dangerous instrument, on ACES property, including ACES owned vehicles, or on any property in which ACES conducts any of its programs or shall possess such weapon while he/she is with ACES students or consumers.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an
automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous Instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

This policy shall not apply to an employee or other person who is permitted by agreement in writing signed by the Executive Director to possess a firearm on ACES property as long as the employee or other person complies with the terms of said agreement.

This policy shall not apply to a peace officer, as defined in subdivision 9 of Section 53a-3 of the Connecticut General Statutes while engaged in the performance of his official duties.

Any employee violating this policy shall be subject to immediate disciplinary action up to and including termination of employment. Any other person violating this policy shall be considered a trespasser and subject to arrest.

Legal Reference: Connecticut General Statutes
10-221 Board of Education to prescribe rules

Policy revised: July 12, 2000

4118.234 (a) Prohibition on Recommendations for Psychotropic Drugs

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 USC 801 et seq.) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parents or guardian of such child, in accordance with the procedures outlined below.

I. Definitions
For purposes of this policy, the following definitions apply:

A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.

B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.

C. School health or mental health personnel means:
   1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;
2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;
3. school psychologists;
4. school social workers;
5. school counselors;
6. school administrators;
7. other school personnel (such as a teacher designated as a child's
   Case Manager) who have been identified by a Planning and Placement
   Team, Section 504 team, Student Assistance Team or similar group of
   district professionals as the person responsible for communication with
   a parent or guardian about a child’s need for medical evaluation;
8. a school professional staff member designated by the Executive Director
to communicate with a child's parent or guardian about a child’s need for
medical evaluation.

II. Procedures

A. A school health or mental health personnel, as defined above, may communicate
with other school personnel about a child who may require a recommendation for
a medical evaluation, provided that 1) there is a legitimate educational interest in
sharing such information; and 2) such communication shall remain confidential,
to the extent required by law.

B. A school health or mental health personnel, as defined above, may communicate a
recommendation to a parent or guardian that a child be evaluated by a medical
practitioner provided that 1) based on such person’s professional experience,
objective factors indicate that a medical evaluation may be necessary to address
concerns relating to the child’s education and overall mental health; and 2) any
communication includes the basis for the recommendation.

C. If a parent or guardian determines that it is necessary to share
medical information, including results of any medical evaluation, with
school personnel, he or she may do so at any time. School personnel who receive
such information directly from a parent must maintain the confidentiality of such
information, to the extent required by law.

D. Any school personnel with a legitimate educational interest in
obtaining information from a child’s medical practitioner outside the school who
is not a school employee must obtain prior, written consent from the child’s
parent or guardian to communicate with such outside medical practitioners. Any
school health or mental health personnel, as defined above, may request written
consent from the parent or guardian. To be valid, the written consent must:
1. be signed by the child’s parent or guardian;
2. be dated;
3. provide the child’s name;
4. provide the name of the medical practitioner and relevant contact
   information, to the extent known; and
5. indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a
medical practitioner who has information concerning a child, as long as the school district has
obtained consent from the parent(s) or guardian(s) of the child, in accordance with the Section II.D., above. Nothing in this policy shall prevent a planning and placement team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's (i) eligibility for special education and related services, or (ii) educational needs for an individualized education program.

**Legal Reference: Connecticut General Statutes**
- Conn. Gen. Stat. § 10-212b
- Public Act 06-18, An Act Concerning Special Education
- 34 C.F.R. § 300.174 Prohibition on mandatory medication.

*Policy revised: November 13, 2014*

### 4118.24 (a) Staff/Student Non-Fraternization

The relationship between staff and the student or consumer should be one of cooperation, understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student/consumer to perform to his/her capacity.

Adults who have contact with students and consumers through activities have the responsibility not to betray or misuse their privileged position. Students and consumers develop a special trust in staff by virtue of the agency’s authority and the important role the schools/the agency plays in their lives. Adults must never take advantage of students’ or consumers’ vulnerability or of their confidence that adults within the agency will behave appropriately in relationships with them.

Staff are expected to regard each student and consumer as an individual and to accord each the rights and respect due to any individual.

Staff must maintain appropriate professional boundaries to preserve the professional atmosphere necessary to achieve the mission of the agency.

Any action or comment by a member of the staff which involves romantic or sexual involvement with a student or consumer is considered to be highly unethical and is unacceptable to the Board of Governors. This includes, but is not limited to, inappropriate conversations (including electronic communications and social media), inappropriate touching, dating, cohabitating or other inappropriate conduct.

(cf. 4118.112/4218.112 – Sexual Harassment)
(cf. 4118.23/4218.23 – Conduct)
(cf. 5141.4 – Child Abuse/Neglect)

**Legal Reference:**
- CGS 10-53a-71 Sexual assault in the second degree: Class C or B felony
- CGS 10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal

*Policy revised: November 13, 2014*
4118.3 Duties of Personnel

All employees of the school district are subject to policies of the ACES Governing Board, applicable laws, and current employee agreements.

Job descriptions shall determine the job classification of employees on salary schedules. In each instance employees shall meet the requirements set forth in the job description.

Policy revised: November 13, 2003

4118.5 Acceptable Computer Network Use (AUP)

Employee Use of the District’s Computer Systems and Electronic Communications

Introduction

Computers, computer networks, electronic devices, Internet access, and electronic mail are effective and important technological resources. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system, and may provide electronic devices that access the system, such as personal laptops, Smartphones, I-Pads or other tablet computers, I-Phones, Androids or other mobile or handheld electronic devices, to enhance the educational and business operations of the district. In these regulations, the computers, computer network, electronic devices, Internet access and e-mail system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, they are being made available to employees of the district for district-related educational and business purposes. All users of the computer systems must restrict themselves to appropriate district-related educational and business purposes. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and similar communications, including access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the district, our employees and all our students, this regulation shall govern all use of these computer systems.

Monitoring

It is important for all users of these computer systems to understand that the Board of Education, as the owner of the computer systems, reserves the right to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The Board of Education intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used appropriately for district-related educational and business purposes and to
maximize utilization of the systems for such business and educational purposes. The Executive Director reserves the right to eliminate personal use of the district’s computer systems by any or all employees at any time.

The Executive Director or the Assistant Executive Director for Finance and Operations may direct the system administrator and others managing the computer systems to access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, under the direction of Executive Director or the Assistant Executive Director for Finance and Operations, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Why Monitor?

The computer systems are expensive for the Board to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why the Board intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

These computer systems can be used for improper, and even illegal, purposes. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement and the like.

Monitoring will also allow the Board to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the computer systems as it deems fit. Thus, the Board monitoring should serve to increase the value of the system to the district on an ongoing basis.

Privacy Issues

Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment to individual employees of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes.
Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the district’s computer systems and electronic devices that access same, including any incidental personal use permitted in accordance with these regulations.

Use of the computer system represents an employee’s acknowledgement that the employee has read and understands these regulations and any applicable policy in their entirety, including the provisions regarding monitoring and review of computer activity.

Prohibited Uses.

Inappropriate use of district computer systems is expressly prohibited, including, but not limited to, the following:

- Sending any form of solicitation not directly related to the business of the Board of Education;
- Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from supervisory personnel;
- Sending any message that breaches the Board of Education's confidentiality requirements, including the confidentiality rights of students;
- Sending any copyrighted material over the system;
- Sending messages for any purpose prohibited by law;
- Transmission or receipt of inappropriate e-mail communications or accessing inappropriate information on the Internet, including vulgar, lewd or obscene words or pictures;
- Using computer systems for any purposes, or in any manner, other than those permitted under these regulations;
- Using social networking sites such as Facebook, Twitter, MySpace and LinkedIn in a manner that disrupts or undermines the effective operation of the school district; is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications; creates a hostile work environment; breaches confidentiality obligations of school district employees; or violates the law, Board policies and/or the other school rules and regulations.

In addition, if a particular behavior or activity is generally prohibited by law and/or Board of Education policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

Electronic Communications

The Board expects that all employees will comply with all applicable Board policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using the district’s computer system, or through the use of any electronic
device or mobile device owned, leased, or used by the Board. As with any form of communication, the Board expects district personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee’s job-related responsibilities.

**Disciplinary Action**

Misuse of these computer systems will not be tolerated and will result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

**Complaints of Problems or Misuse**

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her supervisor or to the Office of Human Resources.

Most importantly, the Board urges any employee who receives any harassing, threatening, intimidating or other improper message through the computer systems to report this immediately. It is the Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message.

**Legal References: Connecticut General Statutes:**
- Section 31-48b
- Section 31-48d

*Policy revised: November 13, 2014*

**4118.6 Cell Phone Usage**

Staff members are prohibited from using cell phones or devices for personal reasons while working with or driving students or consumers unless in the case of emergencies. This prohibits their use in classrooms, ACES owned vehicles, and during student/consumer related activities.

(cf. 5131.81 – Use of Beepers – Paging Devices/Cellular Telephones)

*Policy revised: November 13, 2014*

**4119 Staff Conduct**

The Board of Governors reaffirms one of the oldest beliefs in education: One of the best methods of instruction is that of setting a good example.

The Board of Governors expects that all staff of the agency will strive to set the kind of example that will serve them well in their own conduct and behavior, which will contribute toward an appropriate atmosphere.
**Legal reference:**
20 USCA – No Child Left Behind

**Policy revised: November 13, 2014**

### 4131 Activities - Staff Development

Within its purpose and mission statements, ACES places great emphasis on the provision of quality programs and services. In order to attain and sustain this level, it is necessary to attract the highest quality staff possible and to insure the continued development of these individuals.

In order to assist ACES staff to maintain and improve their effectiveness in providing programs and services amid the rapid changes and growing needs, the Governing Board will:

1. Provide for a planned, ongoing professional development program for all staff including the necessary funds and time for planning and implementation.
2. Instruct the Executive Director to establish a planning committee and other input groups composed of representatives of all classifications of staff. The Committee shall be responsible to the Executive Director for
   a. assessing immediate and long term needs at four levels: agency, program, job classification and individual
   b. planning, development and evaluating programs designed to meet assessed needs
3. Instruct the Executive Director to report annually to the Governing Board on the staff development program and its effect with recommendations for changes as needed.

**Policy revised: October 10, 1991**

### 4133 Travel Reimbursement

**4133.1 Reimbursement for Use of Personal Vehicles by Staff**

ACES shall reimburse staff at a per mile rate for prior approved, work related utilization of their own vehicle. Said per mile rate for each fiscal year shall be the IRS non-taxed reimbursement rates in force as of July 1 of that fiscal year.

**Policy revised: June 14, 1990**

### 4147.1 OSHA Blood borne Pathogens Standard

It is the obligation of ACES to promote safe work practices and to maintain a safe work environment in an effort to minimize the incidents of illness and injury experienced by its employees. Thus, ACES recognizes its responsibility to limit occupational exposure for its employees to blood and other potentially infectious materials.
The ACES Governing Board herewith establishes as policy the protection of its employees from blood borne pathogens and other potentially infectious materials and authorizes the Executive Director to establish procedures to ensure such protection.

Policy revised: December 14, 1992

4148.2 Indemnification of Staff and Board Members-Damage Suits

The Governing Board shall protect and save harmless any member of the Board of Governors or any staff member employed by the Board of Governors from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in bodily injury to or death of any person, or in accidental damage to or destruction of property, within or without school buildings, or other acts including, but not limited to infringement of any persons civil rights, resulting in any injury, which acts are not wanton, reckless or malicious, provided such staff member, at the time of the acts resulting in such injury, damage or destruction, was acting in the discharge of his or her duties or within the scope of employment or under the direction of the Governing Board.

Policy revised: November 13, 2014

4148.3 Indemnification of Personnel Assaulted in the Line of Duty

The Governing Board of ACES shall protect and save harmless any employee of ACES from financial loss and expense, including payment of expense reasonably incurred for medical or other service necessary as a result of an assault upon such employee while the employee was acting in the discharge of his or her duties, which expenses are not paid by the individual employee's insurance, workers compensation or any other source not involving an expenditure by the employee.

Any staff member absent from work as a result of injury sustained during an assault or for a court appearance in connection with such assault shall continue to receive his or her full salary, while so absent, except that the amount of any worker's compensation award may be deducted from salary payments during such absence. The time of absence shall not be charged against such employee's sick leave, vacation time or personal leave days.

Legal Reference: Connecticut General Statute
10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation
10-236 Indemnification of educational personnel assaulted in the line of duty.

Policy revised: April 11, 1985
4150.2 Military Leave

Each employee of ACES who is a member of the reserve corps of any branch of the armed forces of the United States, as defined by the General Statutes, shall be entitled to absent him/herself from duties at ACES as is required by State and Federal laws.

The District shall post a notice to person entitled to rights and benefits under USERRA, of the rights, benefits, or obligations of such persons and the District. Such notice shall be posted where the District customarily places notices for its employees.

Legal Reference: The Uniformed Services Employment Reemployment Rights Act (USERRA, 1994 as amended)
- Veterans Benefits Improvement Act of 2004, P.L. 108-454 §201,203
- 20 CFR Part 1002, Notice of Rights and Duties Under the Uniformed Services Employment and Reemployment Rights Act; Interim Final Rule
- CT General Statute 10-156(d)

Policy revised: November 13, 2014

4152.6 Family and Medical Leave

ACES is committed to carrying out the provisions of the Family and Medical Leave Act of 1993. Each staff member will receive proper notification as to the requirements of the act and the procedures to be utilized at ACES.

Policy revised: November 13, 2014

4153 Vacations and Holidays

Vacations and Holidays are provided to employees as detailed in collective bargaining agreements or in the ACES staff handbook for those employees not covered by collective bargaining agreements.

Policy revised: November 13, 2014

4153.1 Religious Holidays

Religious holidays are provided to employees as detailed in collective bargaining agreements or in the ACES staff handbook for those employees not covered by collective bargaining agreements.

Policy revised: November 13, 2014
4153.2 Holidays

Holidays are provided to employees as detailed in collective bargaining agreements or in the ACES staff handbook for those employees not covered by collective bargaining agreements.

*Policy revised: November 13, 2014*

4153.3 Vacation

Vacation days are provided to employees as detailed in collective bargaining agreements or in the ACES staff handbook for those employees not covered by collective bargaining agreements.

*Policy revised: November 13, 2014*
### CHAPTER 5000 – STUDENTS

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0523 Equity and Diversity
The Board of Education (Board) is committed to the success of every student in each of our schools and to achieving the mission of ensuring that all students graduate ready for college, career and life. The Board believes that the responsibility for student success is broadly shared by District staff, administrators, teachers, community and families. The Board is focused on closing the opportunity gap and creating learning communities that provide support and academic enrichment programs for all students. [or: The Board believes that every student has the potential to achieve and it is the responsibility of the District to give each student the opportunity and support to meet his or her highest potential.]

The concept of educational equity extends beyond formal equity, where all students are treated the same, to fostering a barrier-free environment where all students, regardless of their race, class, or other personal characteristics such as creed, color, religion, ancestry, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy status, marital status, physical appearance, or the presence of any sensory, mental or physical disability, have the opportunity to benefit equally.

The responsibility for the disparities among our youth rests with adults, not the children. The Board is aware that student achievement data from across the country reveal similar patterns and those complex societal and historical factors contribute to the inequities faced by students. Rather than perpetuating such disparities, the Board believes the District must address and overcome this inequity and institutional racism, providing all students with the support and opportunity to succeed. This means differentiating resource allocation, within budgetary limitations, to meet the needs of students who need more supports and opportunities to succeed academically. The district will provide additional and differentiated resources to support the success of all students, including students of color.

District schools will significantly change/improve its practices in order to achieve and maintain racial equity in education. Educational equity means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students and (2) eliminating the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories.

With these commitments in mind, the ACES shall:

- Provide every student with equitable access to high quality and culturally relevant instruction, curriculum, support, facilities and other educational resources, even when this means differentiating resources to accomplish this goal.
- Create multiple pathways to success in order to meet the needs of its diverse students, and shall actively encourage, support and expect high academic achievement from all racial groups.
- Recruit, employ, support and retain a teacher, administrator, instructional and support workforce that is balanced and reflects the diversity of the student body.
- Provide professional development to strengthen employees’ knowledge and skills for eliminating cultural, racial and ethnic disparities in achievement.
• Ensure that each school creates a welcoming culture and inclusive environment that reflects and supports the diversity of the District’s student population, their families and communities.

• Remedy the practices, including assessment, that lead to the over-representation of students of color in areas such as special education and discipline, and the under representation in programs such as talented and gifted and Advanced Placement.

• Review existing policies, programs, professional development and procedures to ensure the promotion of racial equality, and all applicable new policies, programs and procedures will be developed with a racial equity approach.

• Include other partners who have demonstrated culturally specific expertise, including families, government agencies, institutions of higher learning, early childhood education organizations, community-based organizations, businesses, and the community in general, in meeting the District’s high goals for educational outcomes.

• Provide, consistent with state regulations and District policy and within budgetary considerations, materials and assessments that reflect the diversity of students and staff, and which are geared towards the understanding and appreciation of culture, class, language, ethnicity and other differences that contribute to the uniqueness of each student and staff member.

The Board recognizes that these are long-term goals that require significant work and resources to implement in all schools. All District employees are responsible for the success and achievement of all students. The Superintendent is authorized to develop procedures to implement this policy, including an action plan with clear responsibility. Annually, the Superintendent shall report to the Board on the progress towards achieving the goals outlined in this policy.

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

Legal Reference: Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
10-15c Discrimination in public schools prohibited. School attendance by five-year olds.
(Amended by P.A. 97-247 to include “sexual orientation” and P.A. 11-55 to include
“gender identity or expression”)
10-153 Discrimination on account of marital status.
17a-101 Protection of children from abuse.
Connecticut State Board of Education, “Position Statement on Culturally Responsive
Education,” adopted May 4, 2011
Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left
Behind Act of 2001)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Gebbser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June
26,1998)
Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24,
1999.)
Title II of the Genetic Information Nondiscrimination Act of 2008
The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
Public Law 111-256

Policy adopted: September 08, 2017
5113 Attendance and Excuses

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

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.

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.
Such 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. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
   1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
   2. Student’s observance of a religious holiday;
   3. Death in the student’s family or other emergency beyond the control of the student’s family;
   4. Mandated court appearances (documentation required);
   5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
   6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student’s absence from school shall be considered unexcused unless:
   1. The absence meets the definition of an excused absence and meets the documentation requirements; or
   2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child’s absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child but if the student has 20 absences the parent may contact school administration to work out special circumstances and develop a plan for necessary accommodations.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

**Excused Absences for Children of Service Members**

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child’s parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to
obtaining assignments from the student’s teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

**Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

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 established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. (SDE to develop by 1/1/16.)

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children’s truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)
**Dismissal**

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student’s parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

cf. 6113 - Released Time)

**Legal Reference: Connecticut General Statutes**

10-220(c) Duties of boards of education (as amended by PA 15-225)

10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)

10-185 Penalty

10-198a Policies and procedures concerning truants (as amended by PA11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)


PA 15-225 An Act Concerning Chronic Absenteeism

10-199 through 10-202 Attendance, truancy - in general

Action taken by State Board of Education on January 2, 2008, to define “attendance.”

Action taken by State Board of Education on June 27, 2012, to define “excused” and “unexcused” absences.

*Policy adopted: June 08, 2017*

**5113.1 Request for Early Dismissal**

Request for release of a student during the school day must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Parents/guardians or designee requesting dismissal before the normal end of the school day for students in grades pre-kindergarten through 12 must make a written request. The designated adult of students in grades Pre-K-8 must come into the school office to pick the student up and sign the student out.

Early dismissal should be requested only in emergency or unusual situations.
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Legal Reference: Connecticut General Statutes

10-184 Duties of parents; 10-221(b) Board of Education to prescribe rule.

Policy adopted: September 11, 2003

5113.2 Truancy

The ACES Governing Board policy on student truancy stresses early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted.

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy.

Legal Reference: Connecticut General Statutes

10-198a Policies and procedures concerning truants.

Policy adopted: September 11, 2003

5114: Suspension/Expulsion/Student Due Process

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

A. Definitions

1. “Exclusion” shall be defined as any denial of public school privileges to a student for disciplinary purposes.

2. “Removal” shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

3. “In-School Suspension” shall be defined as an exclusion from regular classroom activity for no more than ten consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in the school attended by the student. (or: Such suspensions may be served in any school building under the jurisdiction of the Board of Education. The
Board has determined that in-school suspensions shall be served in the following all ACES schools.

4. “Suspension” shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. All suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student’s conduct on school grounds is of a violent or sexual nature that endangers persons. In addition a person’s duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

5. “Expulsion” shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

6. “Emergency” shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

7. “Days” is defined as days when school is in session.

8. “School-sponsored activity” is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.

9. “Possess” means to have physical possession or otherwise to exercise dominion or control over tangible property.

10. “Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

11. “Firearm” means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any
antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.

12. “Vehicle” means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

13. “Martial arts weapon” means a nunchakum kama, kasari-fundo, octagon sai, tonfa or chinese star.

14. “Dangerous Drugs and Narcotics” is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

B. Removal from Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.

2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.

3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

C. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

D. Suspension and Expulsion

1. A student may be suspended (in-school) or suspended (out-of-school) or expelled (grade three to twelve, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
   a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
   b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
   c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);
   d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
   e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
f. Deliberate refusal to obey the directions or orders of a member of the school staff;
g. Harassment and/or hazing/bullying on the basis of that person’s race, religion, ethnic background, gender or sexual orientation;
h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols.
m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
r. Repeated unauthorized absence from or tardiness to school;
s. Intentional and successful incitement of truancy by other students;
t. The use or copying of the academic work of another and the presenting of it as one’s own without proper attribution;
u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
x. Unauthorized leaving of school or school-sponsored activities;
y. Unauthorized smoking.

E. Suspension for Conduct Off School Grounds
   1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
      a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
      b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
   2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion
   It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:
   1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.

   *A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.

4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.

5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or interdistrict magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension. The administration may also consider a student’s previous disciplinary problems when deciding whether an out-of-school suspension is warranted, as long as the school previously attempted to address the problems by means other than an out-of-school suspension or an expulsion.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G(3) shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student’s parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to
complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.

3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.

4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

5. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

6. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.

2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools, the Board shall, after giving written notice to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services.

3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.

4. A special education student’s handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of
Education standards set forth in policy governing suspension and expulsion are the result of the student’s handicapping condition.

5. The procedure for any hearing conducted under this paragraph shall at least include the right to:
   a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing; a statement of the legal jurisdiction under which the hearing is to be held; and a statement that the board is not required to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled or who is found to have engaged in conduct endangering persons which involved (1) possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school property or school transportation or at a school sponsored activity or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(a) of the Connecticut General Statutes.
   b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
   c. The opportunity to be heard in the student’s own defense;
   d. The opportunity to present witnesses and evidence in the student’s defense;
   e. The opportunity to cross-examine adverse witnesses;
   f. The opportunity to be represented by counsel at the parents’/student’s own expense; and
   g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
   h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
   i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.

6. The record of the hearing held in any expulsion case shall include the following:
   a. All evidence received and considered by the Board of Education;
   b. Questions and offers of proof, objections and ruling on such objections;
   c. The decision of the Board of Education rendered after such hearing; and
   d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.

7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
   a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-
school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;
b. The Board of Education shall give effect to the rules of privilege by law;
c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
d. Documentary evidence may be received in the form of copies or excerpts;
e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board’s specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afford to any party to contest the material so noticed;
g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

8. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

I. Notification
1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services.

J. Students with Disabilities
A special education student’s IEP and/or 504 disability shall be considered before making
a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child’s special education teacher, shall make the service determination.

If the disabled student’s suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student’s IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student’s cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a “student with disabilities”):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student’s disability or if the conduct in question was the direct result of the District’s failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.

2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student’s educational needs as determined by the IEP team (PPT) in light of such expulsion and the student’s IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.

3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District’s failure
to implement the student’s IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student’s misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.

4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.

5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, “weapon” means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. “Serious bodily injury” is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.

6. In order for the district to unilaterally obtain a 45 day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

K. **Alternative Educational Opportunity**

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student
who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is sixteen years of age or older) to an adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is not required to offer such alternative educational opportunity to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers person, if it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property a firearm, deadly weapon or dangerous instrument as defined in C.G.S. 53a-3 or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in subdivision (8) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department.

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

Whenever the Board notifies a student between the ages of sixteen and eighteen or the parents/guardians of such student, that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found to have engaged in conduct including possession of a martial arts weapon, firearms, deadly weapons or dangerous instruments on school property or at a school function.

L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades nine through twelve, inclusive, based on possession of a firearm or deadly
weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student’s conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.

2. If a student’s expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.

3. If a student in grades kindergarten to eight, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students’ cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.

4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.

5. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student’s cumulative educational record and (2) the Board shall completed the expulsion hearing and render a decision.

6. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department.

7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.

8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education/Superintendent of Schools (choose which). Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

9. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the local board of education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.
Readmission of Student from a Residential Placement

A District student who has committed an expellable offense who seeks to return to a District school, after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s).

Students and parents shall be notified of this policy annually.

**Legal Reference: Connecticut General Statutes:**
- 4-176e through 4-180a. Contested Cases. Notice. Record, as amended
- 10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-299 and PA 15-96.
- 53a-3 Definitions.
- 53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
- PA 94-221 An Act Concerning School Discipline and Safety.
- Title III - Amendments to the Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence)
- Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.
- 20 U.S.C. Section 7114, No Child Left Behind Act
- P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

**Policy adopted:**
- cps 5/99
- rev 5/03
- rev 8/05
- rev 7/07
- rev 6/08
- rev 7/09
- rev 12/09
- rev 7/10
- rev 7/11
- rev 6/14
- rev 7/15

**Policy adopted:** January 14, 2016
5118.1 Homeless Students

The Board shall make reasonable efforts to identify homeless children and youths within the district, encourage their enrollment in school and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

The District administration shall attempt to remove existing barriers to school attendance by homeless children or youth, which may include:

A. **Records** – The selected school for the homeless student shall enroll the child or youths even in the absence of records normally required for enrollment. The last school in which the student was enrolled shall be contacted to obtain records.

B. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent.

C. **Grade Level Placement** – If the District is unable to determine the student’s grade level due to missing or incomplete records, the District shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

D. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, shall be waived.

E. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student’s school of origin in compliance with federal and state regulations.

F. Official school records, policies, and regulations shall be waived at the discretion of the Superintendent, in compliance with federal and state regulations.

G. **Immunization Records** – The District shall make a reasonable effort to locate immunization records from information available. The District’s liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.

H. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students shall not be separated from the mainstream school environment on the basis of their homelessness. Such students shall have access to education and other services they need to meet the same challenging State academic standards to which all students are held.

Homeless students within the district not placed in a shelter remain the district’s responsibility to provide continued educational services. Such services for the child may be:
1. continued in the school (“school of origin”) that the student attended when permanently housed or the school of last enrollment; or
2. provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian. If placement in the school of origin is not feasible, the homeless student must be placed in the school that is attended by other students living in the same attendance area in which the homeless child lives.

The District will provide a written explanation, including the right to appeal, whenever the District sends a homeless student to a school other than the school of origin, a school requested by the parent/guardian or unaccompanied youth.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the District, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs, and preschools operated by the District, if they meet the established criteria for these services.

The Superintendent of Schools shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families (DCF).

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student’s grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student’s school of origin in compliance with federal and state regulations. If the school of origin is in a different school district from where the homeless child or youth is currently living, both school districts shall agree on a method for sharing the responsibility and costs, or share the costs equally.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The district shall make a reasonable effort to locate immunization records from information available. The District’s liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.

7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

8. The District will treat information about a homeless child or youth’s living situation as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA). Such information shall not be deemed to be directory information.

The District’s educational liaison for homeless children is the Director of Pupil Services. The liaison must assist homeless children and youth, as described within the administrative regulations, in the placement/enrollment decisions, considering the youth’s wishes and provide notice of appeal under the Act’s enrollment disputes provisions. The liaison shall also participate in State provided professional development programs for local liaisons.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

(cf. 5143 - Student Health Assessments and Immunizations)
(cf. 5146 - Child Abuse and Neglect)

**Legal Reference: Connecticut General Statutes**
10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters.
17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.
17a-103 Reports by others.
17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.
46b-120 Definitions.
Federal Register: McKinney-Vento Education for Homeless Children and Youths Program,

*Policy adopted: June 08, 2017*

**5118.1 Regulation Homeless Students**

In order to appropriately implement the policy pertaining to homeless children, youth and students placed in shelters, in compliance with all applicable federal and state statutes, the following regulations are established.

**Definitions:**

Homeless children and youths are federally defined as “individuals who lack a fixed, regular, and adequate nighttime residence.” This definition includes the following types of children and youths who are:

a. sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
b. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
c. living in emergency or transitional shelters;
d. abandoned in hospitals;
e. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
f. living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings;
g. migratory children living in the above described circumstances.

Connecticut’s residency definitions contained in C.G.S. 10-253(d) defines non-residency as children residing with relatives or non-relatives, when it is the intention of such relatives or non-relatives and of the children or their parents or guardians that such residence is to be (1) permanent, (2) provided without pay and (3) not for the sole purpose of obtaining school accommodations. In addition, C.G.S. 10-253(e) indicates that children in temporary shelters are entitled to free school privileges from either the school district in which the shelter is located or from the school district in which the child would otherwise reside, if not for the need for temporary shelter. The district has an obligation to identify homeless and migratory children.

“Enroll” and “enrollment” are federally defined to include attending classes and participating fully in school activities.
“Unaccompanied youth” includes a homeless child or youth not in the physical custody of a parent or guardian.

District Obligations Regarding Placement of Homeless Students:

   a. District policy must remove barriers to the identification, enrollment and retention of homeless children and youth, including such barriers as outstanding fees, fines or absences.
   b. The District must continue the student’s education in the “school of origin” which is the school the child attended when permanently housed or the school of last enrollment. The District must presume that keeping a homeless child or youth in the school of origin is in such individual’s best interest unless doing so is contrary to the request of the individuals’ parent/guardian or unaccompanied youth. OR
   c. The District must enroll the homeless student in any public school that non-homeless students who live in the area where the child is actually living are eligible to attend. The school selected based on a homelessness child or youth’s best interest shall immediately enroll such child even if he/she missed application or enrollment deadlines during any period of homelessness.
   d. The District is required, “to the extent feasible” to keep the homeless child or youth in the school of origin unless it is against the wishes of the parent/guardian. If the District determines that it is not in the child’s or youth’s best interest to attend the school of origin, the District will provide a written explanation of its determining reasons, in a manner and form that is understandable.
   e. The homeless child’s right to attend the school of origin extends for the duration of homelessness. When the child or youth completes the final grade served by the school of origin; it also includes the designated receiving school at the next level for all feeder schools.
   f. If a child becomes permanently housed during the academic year, he/she is entitled to stay in the school of origin until the end of the school year.
   g. A child who becomes homeless in between academic years is entitled to attend his/her school of origin for the following academic year.
   h. The District must provide written explanation, including the right to appeal, whenever the school District sends the homeless child to a school other than the school of origin or a school requested by the parent/guardian.
   i. With an “unaccompanied youth,” the District’s homeless liaison must assist in the placement/enrollment decisions, considering the youth’s wishes, and provide notice of appeal under the Act’s enrollment disputes provision.
   j. The District’s liaison must participate in professional development and technical assistance provided by the State Office of the Homeless Coordinator.
   k. The definition of “school of origin” includes preschools operated by a local school district.
   l. Information about a homeless student’s living situation shall be treated as a student education record, subject to FERPA protections and shall not be deemed to be directory information.
Appeal Procedures: (Enrollment Disputes)

a. C.G.S. 10-186 currently defines the process for resolving issues involving homeless children and youths. The state is required to establish an appeal process.
b. In a dispute over eligibility the child or youth shall immediately be enrolled in the school in which enrollment is sought, pending final resolution of the dispute and all available appeals.
c. The District’s homeless liaison shall carry out the dispute resolution process expeditiously and, in the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending the final resolution of the dispute and all available appeals.
d. The parent/guardian shall be made aware of the right to appeal the decision to the Board of Education. The Board shall issue a written decision on the dispute within 10 days of the receipt of the appeal and hand deliver the written decision and a notice of right-to-appeal to the State Coordinator for the Education of Homeless Children and Youths to the parents/guardians (or student if applicable). The decision of the State Coordinator shall be final.

Educational Services to be Provided to Homeless Students:

1. Educational services are to be comparable to those received by other students in the school.
2. Such students may be entitled to such services, through Head Start programs, as Title I, state/local remedial programs, special education, limited English proficiency, vocational education, gifted/talented, school nutrition programs and preschool programs administered by the District.
3. Homelessness alone is not to be considered a sufficient reason to separate students from the mainstream school environment.
4. Homeless students may be segregated for short periods of time only for health and safety emergencies or to provide temporary, special or supplemental services.

Transportation Obligations of the School District for Homeless Students:

1. Services must be comparable to those provided other students in the selected school.
2. Homeless students must be provided transportation to the school of origin, if requested by the parent/guardian, if the school is within the school district.
3. If the school of origin is in a different school district from where the child is currently living, both school districts are to agree on a method for sharing the responsibility and costs, or share the costs and responsibility equally.
4. When a student obtains permanent housing, transportation to the school of origin must be provided until the end of the academic year, if it is in the student’s best interest to remain in that school.
Enrollment Requests from Homeless Parents:

1. The selected school is required to immediately enroll the child, even in the absence of records normally required for enrollment. Parents/guardians may be required to submit contact information.
2. The last school attended must be contacted to obtain records.
3. If the child lacks immunizations or immunization/medical records, the enrolling school MUST refer the parent/guardian to the liaison in order to get help obtaining immunizations and records.

Privacy

1. Schools must treat information about a homeless child’s or youth’s living situation as a student education record subject to all protections of the Family Educational Rights and Privacy Act (FERPA).
2. Such information shall not be deemed to be directory information.

District Liaison for Homeless Students:

The District’s liaison for homeless students is the Director of Pupil Services.

The duties of the local liaison are:

a. Ensure homeless children and youth are identified by school personnel and through outreach and coordination with other agencies and entities.
b. Ensure homeless children are enrolled in and have a full and equal opportunity to succeed in the school district’s schools.
c. Ensure that homeless families and homeless children receive educational services for which they are eligible, including Head Start Programs and, preschool programs administered by the District.
d. Inform parents/guardians of homeless children and youth of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services in locations frequented by parents/guardians of such children and unaccompanied youth, including schools, shelters, public libraries, and soup kitchens in a manner and form understandable to parents/guardians of homeless children and youths and unaccompanied youth.
f. Ensure that enrollment disputes are mediated.
g. Inform parent/guardian of all transportation services, including to the school of origin, and is assisted in accessing those services.
h. Ensure that homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services.
i. Assist unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of the right to appeal such decisions.

j. Assist children who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.

k. Collaborate and coordinate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children.

l. Indicate that a child or youth or his/her immediate family is eligible to participate in a local district program and authorized to affirm such individual/family for the HUD homeless assistance program. (This qualification can be done provided the District liaison has received the mandatory training.)

m. Provide the State Coordinator the reliable, valid, and comprehensive data needed to fulfill the federally required data collection.

n. Participate in professional development and other technical assistance activities, as determined appropriate by the State Coordinator.

o. Ensure that school personnel providing services to homeless children and youth receive professional development and other support and that unaccompanied youths:
   i. are enrolled in school;
   ii. have opportunities to meet the same challenging State academic standards the State has established for other children and youth; and
   iii. are informed of their status as independent youths under Section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087VV) and that such youth may obtain assistance from the District to receive verification of such status for purposes of the Free Application for Federal Student Aid.

p. Coordinate special education services for homeless children and youth identified as eligible within the local District.

Policy adopted: June 09, 2017

5121 Examination/Grading/Rating

Through instructional performance objectives, the ACES Governing Board shall maintain student standards which promote educational achievement and excellence.

Issuance of regular student grades promotes continuous student evaluation and informs students, parents, and counselors of student progress and encourages improvement in student performance, if improvement is needed.

Students in grades 4, 6, 8 and 10 shall take Connecticut Statewide Mastery Tests provided by and administered under the supervision of the State Board of Education.

Legal Reference: Connecticut General Statutes

Policy adopted: September 11, 2003
5123 Promotion/Acceleration and Retention

ACES administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on the statewide grade 4, 6, 8 and 10 testing program and on the other standardized test, meeting the statewide reading standards in the primary grades, maturity, academic potential and student aptitude. A student shall not be promoted based upon age or any other social reason not related to academic performance. ACES shall provide alternatives to promotion such as, but not limited to transitional programs and may require students whose academic performance jeopardizes their promotion or graduation to attend after-school, summer school or other programs the district offers that are designed to help them. ACES administration shall determine remedial assistance for a student who is not promoted.

Legal Reference: Connecticut General Statutes
   P.A. 99-288 An Act Concerning Education Accountability; Sec. 10-2213(a) Promotion and graduation policies.

Policy adopted: July 12, 2000

5124 Parent Involvement

ACES recognizes that a child's education is a responsibility shared by the school, family and sending school district during the entire period the child spends in school. To support the goal of ACES to educate all students effectively, the school, the parents and the sending districts must work as knowledgeable partners.

Parents share the school's commitment to the educational success of their children, however diverse the parents and their children are in culture, language and need. ACES in collaboration with parents and our districts shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

ACES, therefore, supports the development and implementation of parent-involvement-programs in each of our school programs which will include parents in many capacities.

ACES supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. We also recognize the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation.

ACES believes that parent involvement is essential to the well-being of students, and we shall foster and support active parent involvement.
5125 Confidentiality and Maintenance of Student Records

The Local Educational Agency (LEA) representing the home district or sending district for any student enrolled in an ACES program maintains ownership of and holds ultimate responsibility for the official record of such student.

Records are to be considered on loan to ACES during the student's period of enrollment. As long as the student remains in an ACES program, ACES will maintain records and provide for the filing, protection, confidentiality review and, when appropriate, destruction of such records. Once a student exits from an ACES program, all records for that student, including educational reports generated by ACES, will be returned to the LEA.

In accordance with Federal and State regulations parents of students currently in attendance, as well as eligible students currently in attendance, will be annually notified of their rights with respect to access, disclosure and requests to amend, inspect and review student records. An ACES school official shall be present at all such inspections and reviews. The primary responsibility of this official shall be to provide parents with interpretations of the meaning of the records.

All ACES personnel who collect or use personally identifiable information regarding students will be annually informed of the confidential nature of such information, and of ACES procedures with respect to the rights of students and parents as they relate to the confidentiality of records and information.

ACES will maintain a record of the student's name, program, date of entrance and date of withdrawal from ACES. This information will be sent to and maintained by the Executive Director or designee for fifty (50) years according to law and maintained within the Central Office of ACES.

Legal Reference: Connecticut General Statutes
Sec.110-15b Access of parent or guardians to student's records; Sec.10-209 Records not to be public; Federal Family Educational Rights and Privacy Act of 1974 (as amended).

5131 Conduct at School and Activities:

5131.1 Behavior Management

ACES is committed to provide appropriate individualized educational services for students who exhibit a variety of special needs within the school, home, job site and community. The provision of such services often requires the utilization of behavior management procedures. Behavior management procedures employ a highly structured, data based, approach for teaching new behavior as well as the deceleration of excessive behaviors. Strategies used for the employment of behavior management techniques are guided by ethical/procedural safeguards which recognize the rights of the student, parent/guardian and community. Behavior management procedures are based on the principles of applied behavior analysis, including the least restrictive/intrusive practice, most effective practice, and positive reinforcement.

Legal Reference: Connecticut General Statutes
Sec. 46a-150 through 46(a)-154 Physical restraint of persons with disabilities; 34 C.F.R. § 330.346 (a)(2)(1).


5131.2 Use of Physical/Mechanical Restraint

Any student in an ACES program exhibiting dangerous, or potentially dangerous, behavior shall be subject to (approved) physical/mechanical restraint in accordance with the rules set down in Public Act No. 99-210, Substitute House Bill No. 6656.

In all situations, even those that become physically violent, it is the intent of ACES to provide the best possible care, welfare, safety and security for students, staff and property. Whenever possible, attempts will be made to prevent or defuse potentially assaultive or dangerous behavior through the use of early intervention strategies.

Physical intervention consists of “non-harmful restraint techniques to safely control an individual until he/she can regain control of his/her own behavior”. Safe, approved physical interventions should be used only as a last resort, after all other verbal and nonverbal strategies have been attempted, and only when the student presents a danger to himself/herself, others or ACES property. Physical intervention will never be used as a punishment or restriction of freedom, nor will it be used as a means to inflict pain.

The one and only purpose for using physical intervention is to keep the acting out student and others safe. This temporary intervention strategy allows the staff person to take control only until the student can regain control of his/her own behavior. For periods of prolonged restraint a nursing assessment must be conducted at a minimum of every 30 minutes. Physical intervention should be terminated when the staff person determines, through verbal and non-verbal interactions, that the student has regained physical and/or emotional control.
When the need arises for physical control and restraint, the least restrictive PHYSICAL MANAGEMENT TECHNIQUE (PMT) requiring the least amount of force will be used. Staff members are not to use any form of physical control and/or restraint for which they have not been trained.

**Legal Reference:** Connecticut General Statutes  
Sec.46a-150 through 46(a)-154 Physical restraint of persons with disabilities; 34 C.F.R. § 330.346 (a)(2)(1).

*Policy adopted: July 12, 2000.*

**5131.3 Bus Conduct**

**5131.31 Transportation Safety Complaints**

The primary responsibility of the ACES Transportation Department is to transport students in a safe and efficient manner. The paramount emphasis is always on safety. State of Connecticut Statutes, ACES Governing Board policies and administrative guidelines reflect that commitment.

The ACES driver has been instructed to report any student who interferes with the safe operation of the vehicle. This report should be made to the principal in writing. The complaint will be addressed by administration.

Relative to ACES magnet schools, partnership districts often (in some cases exclusively) transport their district students to the magnet schools. The bus drivers who drive for the partner towns must also report in writing any student who interferes with the safe operation of the bus to the principal.

A student with special needs who attends an ACES program for students with special needs must abide by the same rules as applied to all students attending ACES schools. A behavioral plan will be developed to address such behavior concerns on the bus.

Parents will be notified of infractions, which may result in a warning of indefinite suspension from the bus, dependent on the severity and frequency of occurrence.

Students are not allowed to drive to school. The members of the Advisory Committee of The Collaborative Alternative High and Middle Magnet School will determine whether a deserving junior or senior may earn driving privileges. Regulations will guide this determination.

**Legal Reference:** Connecticut General Statutes  
Sec.10-186(a) Duties of local and regional Boards of education re school attendance;  
Sec. 10-220(c) Duties of boards of education; Sec.10-221(a) Boards of education to prescribe rules;  
Sec.10-233c Suspension of students; PA 89-30.

*Policy adopted: May 1990; Revised: July 12, 2000.*
5131.6 Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances)

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Definitions

**Drugs** are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient’s physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

**Controlled substances**, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

**Under the influence**, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

**Electronic nicotine** delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.
Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except “liquid nicotine container” does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students’ health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Notification of Policy

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy.

Principals shall include statements, appropriate to student maturity, in school handbooks and on District/school websites to the effect that:

1. the unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco, including electronic nicotine delivery systems and vapor products, is prohibited in school, on school grounds, on school transportation and at school sponsored activities;
2. compliance with the standards of conduct stated in the handbook is mandatory;
3. a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution;
4. CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included in this policy and accompanying administrative regulations; and
5. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Support Team. Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student’s parent/guardian, recommend a specific assessment, as appropriate, and contact law enforcement personnel as appropriate.
2. If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products or tobacco paraphernalia from a student in school, on school grounds, on school provided transportation or at a school sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student’s parent/guardian, recommend a specified assessment as appropriate, notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

Drug-Free Awareness Program

The Superintendent shall assure that the school District provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board of Education’s policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.
Drugs and Alcohol

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student’s conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences as stated in the student handbook.

A breath alcohol tester is approved for use at events/activities such as dances and proms at the middle school and high school levels where, in the judgment of the school administrator, there exists reasonable suspicion that a student has consumed an alcoholic beverage and then, only under the following circumstances:

- The student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a positive reading on the breath alcohol tester, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.
- The student denies to an administrator that he/she has consumed alcoholic beverages and elects not to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic beverage. In this instance, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person’s eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows, but not limited to:

- Nitrous Oxide – Laughing Gas, Whippets, CO2 Cartridge
Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board of Education shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, District policy and as prescribed by a student’s physician, dentist, physician assistant or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose, and the Board of Education shall approve, procedures and regulations to ensure that any student violating this section is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.
It is the expectation of the Board that District schools, as members of the Connecticut Interscholastic Athletic Association (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

**Tobacco/E-Cigarette Use by Students**

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering systems or vapor product, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.

**Medical Marijuana**

The conditions which follow are applicable to a District student, who holds a certificate authorizing the palliative use of marijuana issued by the Connecticut Department of Consumer Protection (DCP) for the medical use of marijuana as set out in P.A. 12-55, “An Act Concerning the Palliative Use of Marijuana” and as amended by P.A. 16-23.

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana certificate holder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana certificate holder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending District schools.

A student medical marijuana certificate holder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence;
- Possess or engage in the medical use of marijuana
  - On a school bus,
  - On the grounds of any preschool, elementary or secondary school,
  - Utilize marijuana in any form on public transportation or in any public place;
• Operate, navigate, or be in actual physical control of any motor vehicle while under the influence of marijuana, except that a qualifying certified marijuana user for medical purposes shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment;

• Use marijuana in any manner not authorized by P.A. 12-55; as amended by P.A. 16-23.

• Offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative of the school.

If District officials have reasonable belief that a student may be under the influence, in possession of, or distributing medical marijuana, in a manner not authorized by the medical marijuana statute, law enforcement authorities will be informed.

A student who violates any portion of this policy shall be subject to disciplinary action and applicable criminal prosecution.

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

Legal Reference: Connecticut General Statutes
1-21b Smoking prohibited in certain places.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
10-220b Policy statement on drugs.
10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
21a-240 Definitions dependency producing drugs.
21a-240(8) Definitions “Controlled Drugs,” dependency producing drugs.
21a-240(9) Definitions “controlled substance.”
21a-243 Regulation re schedules of controlled substances.
21a-408 et. seq. Palliative Uses of Marijuana (as amended by P.A. 16-23)
53-198 Smoking in motor buses, railroad cars and school buses.
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.
P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.
P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.
P.A. 14-76 An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.
P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products
Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act)

Policy adopted: November 10, 2016

5131.62 Possession by the Principal as Agent

The principal in each school, as authorized agent of the Governing Board is personally responsible for holding contraband materials, including controlled drugs, and for delivering them to the proper public authorities.

A receipt should be furnished to the owner (or previous possessor), if known, and one should be demanded from the police officer who takes possession of the contraband materials.

Policy adopted: May 11, 1985

5131.63 Power to Inspect, Search and Question

The students should be informed, through notice in the student handbook where such exists, and through suitable announcement at the beginning of each school year, and as deemed necessary during the year, that desks and lockers remain the property of the Governing Board, and may be inspected by delegated agents of the administration if the administration has reason to suspect that materials injurious to the best interests of the school are kept on school property.

ACES is responsible for the welfare of each student under its control. Interviewing of students by law enforcement officials will be done only in the presence of the principal or his/her designee. Every effort should be made to include the parent or guardian of a student in any interview which carries an implication of possible guilt or the furnishing of information leading to an indictment. The student's right to request and be represented by an attorney must not be abridged. The principal or his/her designee will maintain an informal record of the interview, showing the time, place, persons present and a summary of the discussion and findings.

Policy adopted: May 11, 1985
5131.64 Responsibilities of Teachers and other Personnel

Communication by a student to a teacher, of the student's involvement in use of controlled drugs, may be kept confidential by the teacher, as long as the student is not under the influence of a drug or drugs. The teacher should endeavor to lead the student to seek treatment from an appropriate person or agency. Pupil Personnel staff, nurses or the principal may be consulted for assistance with this and provide information regarding available referral sources. The teacher working with the student should inform the principal that such a situation exists, but need not identify the student.

If a teacher suspects that a student is under the influence of drugs, she/he will notify the school nurse, or, in his/her absence, the principal. If in the judgment of the nurse or principal the student is under the influence of drugs, the customary procedures for illness or accident will be followed.

If a teacher or any other staff member suspects that a student has in his/her possession a controlled drug, she/he will so inform the principal. If the principal concurs in this judgment, she/he will immediately notify the parent or guardian and the police of his/her suspicions.

If a student is found by a teacher or any other staff member to have in his/her possession a substance suspected of being a controlled drug, the teacher or staff member will so inform the principal. If the principal concurs in this judgment, she/he will confiscate the substance, immediately call the police, and notify the parent or guardian of the student of his/her actions.

Legal Reference: Connecticut General Statutes  
Sec. 10-221(d) Boards of education to prescribe rules;  
Sec. 10-154a Professional communications between teacher or nurse and student.


5131.65 Student/Client Smoking

Students, in accordance with state law, are prohibited from smoking in school buildings or on school buses. Area Cooperative Educational Services recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and non-smoker. Because of the Board's grave concern for the safety of the system—both people and property and in order to protect the students/clients from an environment that may be harmful to them and because of possible harm to personal well-being, the Board hereby prohibits smoking by all students/clients in all buildings and vehicles owned or leased by Area Cooperative Educational Services.

For the purposes of this policy "smoking" will mean all uses of smoking materials and tobacco, including cigars, cigarettes, pipes, chewing tobacco, and snuff.

There shall be no smoking or other use of tobacco products on school property during regular school hours or during the course of any trip or school activity sponsored by or under the supervision of the ACES Governing Board or its authorized agents.
The Board hereby directs the Executive Director or his/her designee to develop the necessary procedure and rules to insure the implementation and enforcement of the non-smoking policy.

**Legal Reference:** Connecticut General Statutes  
Sec. 19-342 Smoking prohibited in public buildings. Signs required. Penalties.

*Policy adopted: September 9, 1993; rev. September 11, 2003*

### 5131.8 Out of School Misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized ACES Governing Board policy, even if such misconduct occurs off-school property and during non-school time.

In compliance with judicial decisions, the ACES Governing Board considers conduct which is "severely disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-to-day operations of a school" in addition to such conduct also being in violation of publicized school policy. Such conduct includes, but is not limited to, phoning in a bomb threat, or making a threat off school grounds, to kill or hurt a teacher or student.

Such discipline may result whether the incident was initiated in the school or on school grounds, if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process, markedly interrupting or severely impeding the day-to-day operation of a school.

**Legal Reference:** Connecticut General Statutes  
Sec. 19-342 Smoking prohibited in public buildings. Signs required. Penalties.

*Policy adopted: September 9, 1993; rev. September 11, 2003*

### 5131.911 Bullying

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.
Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

A. causes physical or emotional harm to such student or damage to such student’s property,
B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
C. creates a hostile environment at school for such student,
D. infringes on the rights of such student at school, or
E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.
“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of
bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District’s program: (Also outlined in the section pertaining to the “Safe School Climate Plan.”)

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying and teen dating violence in its schools and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;

2. Permits anonymous reports of bullying or teen dating violence by students to school employees and written reports of suspected bullying or teen dating violence by parents or guardians and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;

3. Requires school employees who witness acts of bullying or teen dating violence or receive reports of bullying or teen dating violence to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making such an oral report;

4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written report, and that the parents or guardians of the student alleged to have committed an act or acts of bullying or teen dating violence and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;

5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying or teen dating violence, including language about bullying and teen dating violence in student codes of conduct and in all student handbooks;

7. Provides for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;

8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school’s response and any consequences that may result from further acts of bullying or teen dating violence;

9. Requires each school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the students against whom such act of bullying was directed and the policies and procedures in place to prevent further acts of bullying and teen dating violence;
10. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying or teen dating violence was directed, to discuss specific interventions undertaken by the school to prevent further acts of bullying and teen dating violence;

11. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and make such list publicly available; and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

12. Requires the development of case-by-case interventions for addressing reported incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

13. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;

14. Requires the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that addresses safety measures the school will take to protect such students against further acts of bullying or teen dating violence;

15. Requires the principal of a school or the principal’s designee, to notify the appropriate local law enforcement agency when such principal or the principal’s designee believes that any acts of bullying or teen dating violence constitute criminal conduct;

16. Prohibits bullying and teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

17. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district’s safe school climate plan; and

18. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;

Note: Certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying and the prevention and response to youth suicide. The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.
19. Requires students and the parents/guardians of students to be notified at the beginning of the school year of the process by which they may make reports of bullying or teen dating violence;

20. As required, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, cooperative assistance and approval not later than July 1, 2014; and

21. Requires that not later than thirty calendar days after approval by the State Department of Education, the safe school climate plan shall be made available on the Board’s and each individual school in the District’s Internet website and such plan is to be included in the District’s publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying and teen dating violence. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying and teen dating violence. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying and teen dating violence promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying and teen dating violence. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

**Prevention and Intervention Strategy**

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence identified by the Department of Education.
2. School rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying or teen dating violence is likely to occur.
4. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully or student who commits teen dating violence, parents and school employees and interventions with the students against whom the acts of bullying and teen dating violence are directed, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings, and individual interventions.

**District Safe School Climate Coordinator**

The Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District’s safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying and teen dating violence in the schools of the district.
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent to the Department of Education;
4. Respond to bullying and teen dating violence in District schools;
5. Meet with the safe school climate specialists at least twice during the school year to discuss bullying and teen dating violence issues in the District and make recommended changes to the District’s safe school climate plan.
6. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training only required once.)

**Safe School Climate Specialist**

Each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District’s Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying and teen dating violence reports in the school.

**Safe School Climate Committee**

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.
The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying and teen dating violence;
2. Identify and address patterns of bullying and teen dating violence among students in the school;
3. Implement the provisions of the school security and safety plan, (developed pursuant to Section 87 of PA 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying or teen dating violence (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the school’s security and safety committee;
4. Review and amend school policies relating to bullying and teen dating violence;
5. Review and make recommendation to the District Safe School Climate Coordinator regarding the District’s Safe Climate Plan based on issues and experiences specific to the school;
6. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;
7. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and
8. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and teen dating violence for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #3 or any other activity that may compromise the confidentiality of a student.

**Safe School Climate Plan**

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

1. Enable students to anonymously report acts of bullying and teen dating violence to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;
2. Enable the parents or guardians of students to file written reports of suspected bullying and teen dating violence;
3. Require school employees who witness acts of bullying or receive reports of bullying or teen dating violence to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying or teen dating violence, and to file a written report not later than two school days after making such oral report;
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. Provide for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
8. Require each school to notify the parents or guardians of students who commit any verified acts of bullying or teen dating violence and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. The required notification and invitation shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying and teen dating violence;
9. Require each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student’s safety and to prevent further acts of bullying or teen dating violence;
10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and to maintain a list of the number of verified acts of bullying and teen dating violence in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;
11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
13. Direct the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that addresses safety measures the school will take to protect such student against further acts of bullying or teen dating violence;
14. Require the Principal of a school, or the Principal’s designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal’s designee, believes that any acts of bullying or teen dating violence constitute criminal conduct;
15. Prohibit bullying and teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying or teen dating violence was directed, (ii) infringes on the rights of the student
against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district’s Safe School Climate Plan; and

17. Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

Policy adopted: December 11, 2014

5131.912 Pledge of Allegiance

Students will be offered the opportunity to recite the Pledge of Allegiance at least once during each school day. Participation in reciting the Pledge of Allegiance will be voluntary. Students may refuse to participate in reciting the Pledge of Allegiance for any reason including, religious, political, philosophical, or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence. The Executive Director is delegated the responsibility for ensuring the implementation of this policy.

Legal Reference: Connecticut General Statutes
PA 02-119: An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance.

Policy adopted: November 14, 2002

5132 Dress and Grooming

ACES requires students to dress in clothing appropriate to the school situation and which is conducive to teaching and learning. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

- Is unsafe for the student or those around the student;
- Is disruptive to school operations and the education process in general; and
- Is contrary to law.

No restrictions on freedom of dress and adornment will be imposed which:

- Reflect discrimination as to civil rights;
- Enforce particular religious tenets; and
- Do not fall within the direct or implied powers of ACES and the governing board.

Legal Reference: Connecticut General Statutes
Sec. 10-221 Boards of education to prescribe rules.

5141 Student Health Services

5141.0 Records Are Not to be Made Public

No record of any medical examination made or filed under the provisions of Section 10-205, 10-206, 10-207 and 10-214, C.G.S., or any psychological examination made under the supervision or at the request of a board of education, shall be open to public inspection.

Legal Reference: Connecticut General Statutes
Sec. 10-209 Records not to be public.


5141.1 Health Assessments

The ACES Governing Board requires each pupil enrolled in ACES schools to have health assessments pursuant to the provision of C.G.S. Sec. 10-206. Such assessments shall be conducted either by a legally qualified practitioner of medicine, an advanced practice registered nurse or registered nurse, licensed pursuant to Chapter 378, a physician assistant licensed pursuant to Chapter 370, or by the school medical advisor or his/her designee to ascertain whether such pupil is suffering from any physical disability tending to prevent such pupil from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the pupil or to secure for the pupil a suitable program of education. No health assessment shall be made of any child unless such examination is made in the presence of the parent or guardian or in the presence of another school employee. The parent or guardian of such child shall receive prior written notice and shall have a reasonable opportunity to be present at such assessment or to provide for such assessment himself. ACES may deny continued attendance in public school to any child who fails to obtain the health assessments required under this section.

The ACES Governing Board requires each child to have a health assessment prior to initial enrollment in a public school and in grade six and ten. The results of each health assessment, pursuant to C.G.S. Sec. 10-206, and the results of the screenings, pursuant to C.G.S. Sec. 10-214, shall be recorded on forms supplied by the State Board of Education. Such information shall be included in the cumulative health record of each pupil and shall be kept on file in the school such pupil attends.

If a pupil permanently leaves the jurisdiction of the ACES Governing Board, the pupil's original cumulative health record shall be sent to the chief administrative officer of the sending school district. Each physician, advanced practice registered nurse, registered nurse, or physician assistant performing health assessments and screenings, shall sign each form. Any recommendations concerning the pupil shall be in writing. Appropriate ACES school health personnel shall review the results of each assessment and screening.

When, in the judgment of such health personnel, a pupil, as defined in C.G.S. Sec. 10-206(a), is in need of further testing or treatment, the Executive Director shall give written notice to the
parent or guardian of such pupil and shall make reasonable efforts to assure that such further testing or treatment is provided. Such reasonable efforts shall include a determination of whether or not the parent or guardian has obtained the necessary testing or treatment for the pupil, and, if not, advising the parent or guardian on how such testing or treatment may be obtained. The results of such further testing or treatment shall be recorded and shall be reviewed by ACES school health personnel.

**Legal Reference:** Connecticut General Statutes

Sec. 10-206 Health assessments.

*Policy adopted: May 9 1985; rev: July 12, 2000; September 11, 2003.*

### 5141.11 Free Health Assessments

The ACES Governing Board shall provide for health assessments, pursuant to C.G.S. Sec. 10-206a without charge to all pupils whose parents or guardians meet the eligibility requirements for free and reduced price meals under the National School Lunch Program or for free milk under the special milk program. To meet its obligations pursuant to this section, ACES may utilize existing community resources and services.

**Legal Reference:** Connecticut General Statutes

Sec. 10-206a Free health assessments.

*Policy adopted: May 9, 1985; rev: September 11, 2003.*

### 5141.12 Vision, Audiometric and Postural Screenings

The ACES Governing Board shall provide annually to each pupil in kindergarten, grades one to six, inclusive, and grade nine, a vision screening, using a Snellen chart, or equivalent screening. The Executive Director shall give written notice to the parent or guardian of each pupil who is found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

The ACES Governing Board shall provide annual audiometric screening for hearing to each pupil in kindergarten to grade three inclusive, grade five and grade eight. The Executive Director shall give written notice to the parent or guardian of each pupil found to have any impairment or defect of hearing, with a brief statement describing such impairment or defect.

The ACES Governing Board shall provide annual postural screenings for each pupil in grades five to nine. The Executive Director shall give written notice to the parent or guardian of each pupil who evidences any postural problem, with a brief statement describing such evidence.

Test results or treatment provided as a result of the screenings pursuant to this section shall be recorded on forms pursuant to C.G.S. Sec. 10-206 subsection (a).
**5141.13 Exemption from Examination or Treatment**

No provision of ACES health policies, pursuant to C.G.S. Sec.10-206 Health Assessments; Sec.10-214 Vision, Audiometric and Postural Screenings, shall be construed to require any pupil to undergo a physical or medical examination or treatment, or to be compelled to receive medical instruction, if the parent or legal guardian of such pupil or the pupil, if such pupil is an emancipated minor or is eighteen years of age or older, in writing, notifies the teacher or principal or other person in charge of such pupil that such parent or guardian or pupil objects, on religious grounds to such physical or medical examination or treatment or medical instruction.

**5141.14 Required Immunizations**

The ACES Governing Board requires each student to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type b and any other vaccine required by the schedule for active immunizations adopted pursuant to C.G.S. Sec. 19a-7f, before being permitted to attend any ACES school.

Any child shall be exempt from the appropriate provisions of this policy who presents any one of the following:

- a certificate from a physician or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under the guidelines and schedules specified by the Commissioner of Public Health;
- a certificate from a physician stating that in the opinion of such physician, such immunization is medically contraindicated because of the physical condition of such child;
- a statement from the parents or guardian of such child that such immunization would be contrary to the religious beliefs of such child;
- in the case of measles, mumps or rubella, presents a certificate from a physician 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;
- in the case of hemophilus influenzae type B has passed his fifth birthday;
- in the case of pertussis, has passed his sixth birthday;
- evidence of a natural infection confirmed by laboratory report, (except varicella);
- evidence of varicella confirmed in writing by a physician, physician assistant, advanced practice registered nurse or laboratory report.
5141.15 Health Assessments/Sports Programs

Any student participating in an intramural or interscholastic sports program must have a pre-participation health assessment, completed annually, within one year prior to the first training session for the sport or sports. Each participant in a sport program must complete a health questionnaire before participating in each sport.

Parents are expected to use the services of their private health care provider. If a student is unable to obtain a health assessment from his/her health care provider for financial or other reasons, an examination can be arranged utilizing existing community resources and services. Health assessment results shall be recorded on forms, signed by the examining health care provider, filed in the student's Cumulative Health Record, and maintained up to date by the school nurse.

C.I.A.C. Policy 4.15.B. Physical Examinations for student Athletes.


5141.21 Administering Medication

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

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

General Policies on Administration of Medication

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

In the absence of a school nurse, only qualified personnel for schools following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check, may administer medication to any student in the school. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

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

The handling, storage, and disposal of medication shall be done pursuant to State Board of Education regulations.

Documentation and record keeping of medication administration shall be done pursuant to State Board of Education regulations.

Errors in the administration of medication shall be addressed pursuant to State Board of Education regulations.

The general supervision of administration of medication is the responsibility of the school nurse assigned to the school pursuant to State Board of Education regulations.

Storage and Administration of Epinephrine

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

A school nurse or, in the absence of a school nurse, a qualified school employee who has completed the training pursuant to State Board of Education regulations on the prevention, recognition, and emergency treatment of anaphylaxis may administer epinephrine as emergency first aid to students who experience allergic reactions who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an epinephrine cartridge injector.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid pursuant to section 10-212g. Such annual training program shall include instruction in (1) cardiopulmonary resuscitation, (2) first aid, (3) food allergies, (4) the signs and symptoms of anaphylaxis, (5) prevention and risk-reduction strategies regarding allergic reactions, (6) emergency management and administration of epinephrine, (7) follow-up and reporting procedures after a student has experienced an allergic reaction, (8) carrying out the provisions of subdivision (2) of subsection...
(d) of section 10-212a, and (9) any other relevant issues and topics related to emergency first aid to students who experience allergic reactions. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors in an accessible location for such emergency use. The administration of epinephrine by a qualified school employee must be reported and documented pursuant to State Board of Education regulations.

Each school shall have 3 two-pack epipens.

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

**Administration of Glucagon to Students**

The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student’s parent/guardian and a written order from the student’s Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she volunteers to complete any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, and volunteers to administer the glucagon through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes. The school nurse and school medical advisor must attest that the qualified school employee has completed such training.

**Administration of Anti-Epileptic Medications to Students**

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

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

**Administration of Medication by Paraprofessionals**

A specific paraprofessional, approved by a school nurse supervisor and School Medical Advisor, may administer medications, including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies.

**Self-Administration of Medications by Students**

No student shall be permitted to carry any medication without the required written authorizations pursuant to State Board of Education regulations. Students who are authorized to carry medication pursuant to State Board of Education regulations must maintain safe and appropriate control of their medication.

A student may carry and self-administer medication, pursuant to State Board of Education regulations, with the written order of an authorized prescriber that includes authorization for the student to carry and self-administer such medication, including confirmation that the student has demonstrated the ability to safely manage and administer the medication; and the written authorization of a parent or guardian of such child or eligible student to carry and self-administer the medication, and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication; and written verification that the school nurse has confirmed the student’s competency to safely manage and appropriately administer the medication.

A student diagnosed with asthma or an allergic condition, pursuant to State Board of Education regulations, may carry an inhaler or an epinephrine cartridge injector at all times with the written order of an authorized prescriber that includes authorization for the student to carry and self-administer such medication, including confirmation that the student has demonstrated the ability to safely manage and administer the medication; and the written authorization of a parent or guardian of such child or eligible student to carry and self-administer such medication, and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

**Administration of Medications in School Readiness Programs and Before- and After-School Programs**

Directors, or their designees, who may include 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, in school readiness programs and before- and after-school programs that are child care programs. Such programs must either be District-administered or administered by a municipality exempt from licensure by the Department of Public Health and are located in a
District public school. Medicine may be administered pursuant to State Board of Education regulations, to children enrolled in these programs.

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child’s parent/guardian and pursuant to the written order from the student’s authorized prescriber, will be supervised by the District staff member (Director or designee, lead teacher, school administrator) trained to administer medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers or school administrators.

Properly trained Directors, Directors’ designees, lead teachers or school administrators may administer medications to students as delegated by the school nurse or other registered nurse. They may administer oral, topical, intranasal, or inhalant medications. No medication shall be administered without the written order of an authorized prescriber and the written approval of the parent/guardian.

The selected staff member shall be trained in the use of a cartridge injector by either a licensed physician, physician’s assistant, advanced practice registered nurse or registered nurse.

The administration shall determine, in cooperation with the School Medical Advisor and school nurse [supervisor] whether additional school nursing services/nurses are required based on the needs of the program and the participants in the program. This determination shall include whether a licensed nurse is required on site. The recommendation shall be subject to Board approval.

The Board will allow students in the school readiness and before- and after-school programs to self-administer medication according to the student’s individual health plan and only with the written order of an authorized prescriber, written authorization of the child’s parent or guardian, written approval of the school nurse (The nurse has evaluated the situation and deemed it appropriate and safe and has developed a plan for general supervision of such self-medication.), and with the written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

An error in the administration of medication shall be reported immediately to the school nurse, the parents/guardians and the prescribing physician. In case of an anaphylactic reaction or the risk of such reaction a school nurse may administer emergency oral and/or injectable medication to any child in need thereof on school grounds, or in the school building, according to the standing order of the School Medical Advisor or the child’s private physician. However, in an
emergency any other person trained in CPR and First Aid may administer emergency oral and/or injectable medication to any child in need on school grounds, or in the school building. In addition, local poison control center information shall be readily available at the sites of these programs. The Program Director or his/her designee shall be responsible for decision making in the absence of the nurse.

In the event of a medical emergency, the following will be readily available: (1) local poison information center contact information; (2) the physician, clinic or emergency room to be contacted in such an emergency; and (3) the name of the person responsible for the decision making in the absence of a school nurse.

All medications shall be handled and stored in accordance with the provisions of subsection (a) to (k) inclusive of the Regulations of Connecticut State Agencies

Where possible, a separate supply of the child’s medication shall be stored at the site of the before- or after-school program or school readiness program. If this is not possible, a plan should be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

THE PORTION OF THIS POLICY PERTAINING TO THE ADMINISTRATION OF MEDICATION IN SCHOOL READINESS PROGRAMS AND BEFORE- AND AFTER-SCHOOL PROGRAMS SHALL BE REVIEWED BY THE BOARD ON AN ANNUAL BASIS WITH INPUT FROM THE SCHOOL MEDICAL ADVISOR OR A LICENSED PHYSICIAN AND THE SCHOOL NURSE SUPERVISOR

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

During intramural and interscholastic athletic events, a coach, as defined in Section 10-222e of the C.G.S., or licensed athletic trainer employed by the school district pursuant to Chapter 375a of the C.G.S., who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse in consultation with the student’s parent or guardian, and authorized prescriber.

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

The school nurse is responsible for the student’s individualized medication plan and shall provide the coach with a copy of the authorized prescriber’s order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.
Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan. Administration of a cartridge injector shall be reported to the school nurse at the earliest possible time but not later than the next school day. All other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan.

Coaches and athletic trainers are required to fulfill the documentation of medication administration on the forms provided by the school nurse, and submit the record of medication administration to the school nurse at the end of each sport season. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)
(cf. 5141 – Student Health Services)
(cf. 5141.23 – Students with Special Health Care Needs)

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

Policy adopted: June 08, 2017
5141.22 Communicable and Infectious Diseases

5141.22.1 Notice of Disease to be Given Parent or Guardian

Subject to the provisions of Section 19a-216, C.G.S., notice of any disease or defect from which any child is found by ACES school medical advisor to be suffering shall be given to the parent or guardian of such child, with such advice or order relating thereto as such medical advisor deems advisable, and such parent or guardian shall cause such child to be treated by a reputable physician for such disease or defects.

When any child shows symptoms of any communicable disease, notice shall also be given to the director of health or board of health and such child shall be excluded from attendance at such school and not permitted to return without a permit from the town, city or borough director of health.

Legal Reference: Connecticut General Statutes
   Sec. 10-210 Notice of Disease to be given parent or guardian.


5141.22.2 Students Diagnosed as Having Chronic Communicable Diseases

The ACES Governing Board is committed to meeting the needs of students with special needs referred to its programs, regardless of physical limitations and medical conditions, when those programs are appropriate to meet their special educational needs.

At the same time, the Board is aware of its responsibility to provide a safe working environment for its employees, students, and for those with special medical conditions.

Therefore, while the presence of a chronic communicable disease in a referred student is not sufficient reason not to accept that student in an ACES program, the Executive Director, working with the medical advisors, is hereby charged with the development of admission procedures for such students which will maintain a safe environment for all staff and students.

In the event that a student already enrolled in an ACES Program develops a chronic communicable disease, the procedures utilized for admission to an ACES program will be followed to determine whether the student should remain in that program.

Additionally, the ACES Governing Board recognizes its responsibility to act as a resource to member LEA's in need of assistance in dealing with students with exceptional needs, whatever these needs may be. The Executive Director, therefore, is charged with the development of a process which will provide member LEA's with guidance in their attempts to provide educational programming in the least restrictive environment for students with chronic communicable diseases.

Policy adopted: January 14, 1993
5141.23.1 Prohibition on Recommendations for Psychotropic Drugs

The Governing Board prohibits ACES school personnel from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term “recommend” shall mean directly or indirectly suggest that a child should use psychotropic drugs.

Notwithstanding the foregoing, ACES school medical staff may recommend that a child be evaluated by an appropriate medical practitioner.

Nothing in this policy shall be construed to prohibit a planning and placement team from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners; or to prohibit school personnel from consulting with appropriate medical practitioners with the consent of the parents and/or guardians of a child.

**Legal Reference:**

P.A. 01-124: An Act Concerning Recommendations For and Refusals of the Use of Psychotropic Drugs by Children;

*Policy adopted: October 11, 2001.*

5141.28 First Aid/Emergency Medical Care

**Sudden Cardiac Arrest Prevention**

The Board of Education (Board) recognizes the importance of ensuring the safety of students participating in the District’s intramural and interscholastic athletic programs. The purpose of this policy is to provide guidance for the prevention and recognition of sudden cardiac arrest in student athletes.

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

**Sudden Cardiac Awareness Program**

For the school year beginning July 1, 2015, and each school year thereafter, the District shall use the sudden cardiac arrest awareness education program promulgated by the Connecticut State Board of Education (SBE). The program, to be available on the SBE’s website, will include:

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

**Training**

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

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

**Consent Form Requirement**

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

**Removal from Play**

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

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

**Return to Play**

Prior to participation, the coach shall not return a student who previously exhibited warning signs of sudden cardiac arrest to participate in any intramural or interscholastic athletics until the student receives written clearance to participate in athletics from a licensed health care professional (a licensed physician, a physician assistant, or an advanced practice registered nurse).

(cf. 5141 – Student Health Services)
(cf. 5141.27 – Use of Automatic External Defibrillators)
(cf. 5141.3 – Health Assessments and Immunizations)
Legal Reference: Connecticut General Statutes
PA 14-93 An Act Concerning Sudden Cardiac Arrest Prevention.
10-145b(i) Teaching certificates.
10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

Policy adopted: June 08, 2017

5141.28 Appendix #1 Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart’s electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- dizziness
- lightheadedness
- shortness of breath
- difficulty breathing
- racing or fluttering heartbeat (palpitations)
- syncope (fainting)
- fatigue (extreme tiredness)
- weakness
- nausea
- vomiting
- chest pains
These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

**What are the risks of practicing or playing after experiencing these symptoms?**

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

**P.A. 14-93 – An Act Concerning Sudden Cardiac Arrest: The Act is intended to keep student-athletes safe while practicing or playing in intramural and/or interscholastic athletics.**

It requires coaches of intramural and interscholastic athletics to:

1. obtain the written consent of a student’s parent or legal guardian before allowing a student to participate in such athletic activities;
2. annually review the sudden cardiac arrest awareness program before beginning their coaching assignments;
3. immediately remove from athletic activities a student who shows the warning signs of sudden cardiac arrest; and
4. bar such a student from resuming participation in athletic activities unless the student has received written clearance from a Connecticut-licensed doctor, physician assistant, or advanced practice registered nurse.

In addition, for the school year starting July 1, 2015 and each year afterwards, the State Board of Education (SBE) must make available to local districts a sudden cardiac arrest awareness education program.

The program, published on SBE’s website, includes the:

1. warning signs and symptoms associated with sudden cardiac arrest, including fainting, difficulty breathing, chest pain, dizziness, an abnormal racing heart rate, or other symptoms;
2. risks associated with continuing to engage in intramural or interscholastic athletics after displaying these signs and symptoms;
3. means of obtaining proper medical treatment for someone suspected of experiencing sudden cardiac arrest; and
4. proper method of allowing a student who has experienced sudden cardiac arrest to return to intramural or interscholastic athletics.
Required Consent of Parents/Guardians

State statute requires the school district must obtain the written consent of a student’s parent or legal guardian before a student is allowed to participate in intramural or interscholastic activities.

Policy adopted: June 08, 2017

5141.3 Health Assessments and Immunizations

The Board of Education recognizes the importance of periodic health assessments according to state health regulations.

To determine health status of students, facilitate the removal of disabilities to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

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

Parents wishing their children exempted or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian.

It is the responsibility of the Principal to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

Students born in high risk countries and entering school in Connecticut for the first time, should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph. Students at risk of infection for TB should be tested if they meet any of the risk factors for TB infection, as described in the administrative regulations accompanying this policy.

No record of any student’s medical assessment may be open to the public.
As required, the District will annually report to the Department of Public Health and to the local health director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade six or seven, and in either grade nine or ten. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals. The District, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

(cf. 5111 - Admission)  
(cf. 5141.31 - Physical Examinations for School Programs)  
(cf. 5125 - Student Records)  
(cf. 5125.11 - Health/Medical Records – HIPAA)  
(cf. 5141 - Student Health Services)

**Legal Reference: Connecticut General Statutes**

10-204a Required immunizations  
10-204c Immunity from liability  
10-205 Appointment of school medical adviser  
10-206 Health assessments  
10-206a Free health assessments  
10-207 Duties of medical advisors  
10-208 Exemption from examination or treatment  
10-208a Physical activity of student restricted; board to honor notice  
10-209 Records not to be public. Provision of reports to schools.  
10-212 School nurses and nurse practitioners  
10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results.  

Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a, 10-204a-4  
Section 4 of P.A. 14-231  
20 U.S.C. Section 1232h, No Child Left Behind Act  

*Policy adopted: December 12, 2014*
5141.3 Regulation Health Assessments and Immunizations

In accordance with Connecticut General Statutes 10-206, as amended, 10-204a, and 10-214, the following health assessment procedures are established for students in the district:

1. Proof of immunization shall be required prior to school entry. A “school-aged child” also includes any student enrolled in an adult education program that leads to a high school diploma. This immunization verification is mandatory for all new school enterers and must include complete documentation of those immunizations requiring a full series. A required immunization record includes:
   i. **For initial entry into school for kindergarten, regular and special education pre-school programs, grades 1-6:**
      - 4 doses of DTP/DTaP vaccine (Diphtheria - Pertussis - Tetanus). At least one dose is required to be administered on or after the 4th birthday for children enrolled in school at kindergarten or above. Students who start the series at age 7 or older need a total of 3 doses.
      - 3 doses of either trivalent oral polio vaccine (TOPV) or inactivated polio vaccine (IPV) with at least one dose of polio vaccine administered on or after the 4th birthday and before school entry. (This then usually results in 4 doses in total.)
      - 2 doses of MMR vaccine (measles, mumps and rubella). One dose at one year of age or after and a second dose, given at least twenty-eight (28) days after the first dose, prior to school entry in kindergarten through grade twelve (12) OR disease protection, confirmed in writing, by a physician, physician assistant or advanced practical registered nurse that the child has had a confirmed case of such disease based on specific blood testing conducted by a certified laboratory. One dose on or after the child’s first birthday for enrollment in preschool.
      - 3 doses of Hepatitis B vaccine (HBV) or has had protection confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory.
      - 1 dose of Hib (Hemophilus Influenza type b) given on or after the first birthday, is required of all school children who enter school prior to their fifth birthday or had a laboratory confirmed infection at age 24 months or older, confirmed in writing by a physician, physician assistant or advanced practice registered nurse. Children five and older do not need proof of Hib vaccination.
      - **Varicella (Chickenpox) Immunity** –
         i. 1 dose on or after the 1st birthday or must show proof of immunity to varicella (chickenpox) for entry into licensed pre-school programs and kindergarten; or on or after August 1, 2011 for entry into kindergarten two (2) doses shall be required, given at least three (3) months apart, the first dose on or after the 1st birthday.
         ii. Proof of immunity includes any of the following:
            - Documentation of age appropriate immunizations considered to be one dose administered on or after the
student’s first birthday (if the student is less than 13 years old) or two doses administered at least 30 days apart for students whose initial vaccination is at thirteen years of age or older.

Note: The National Advisory Committees on Immunization Practices (ACIP) changed the recommendation for routine vaccination against chickenpox (Varicella) from a single dose for all children beginning at 12 months of age to two doses, with the second dose given just prior to school entry. The ACIP also recommends that all school-aged children, up to 18 years of age, who have only had a single dose of Varicella vaccine to be vaccinated with a second dose.

- Serologic evidence of past infection, confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory, or
- Statement signed and dated by a physician, physician assistant or advanced practice registered nurse indicating a child has already had varicella (chickenpox) based on diagnosis of varicella or verification of history of varicella. (Date of chickenpox illness not required)

iii. All students are required to show proof of immunity (see above) to Varicella for entry into 7th grade.

Note: The Connecticut Department of Public Health has indicated that a school-aged child, 13 years of age or older, will only be considered fully immunized if he/she has had two doses of the Varicella vaccine, given at least 4 weeks apart.

- Hepatitis A – Requirement for PK and K for children born on or after January 1, 2007, is enrolled in preschool or kindergarten on or after August 1, 2011.

  i. Two (2) doses of hepatitis A vaccine given at least six (6) months apart, the first dose given on or after the child’s first birthday; or
  ii. Has had protection against hepatitis A confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory.

- Influenza Requirement for PK.

  i. Effective January 1, 2012 and each January 1 thereafter, children aged 24-59 months enrolled in preschool are required to receive at least one (1) dose of influenza vaccine between August 1 and December 31 of the preceding year (effective August 1, 2011).
ii. Children aged 24-59 months who have not received vaccination against influenza previously must be given a second dose at least twenty-eight (28) days after the first dose.

- Pneumococcal Disease Requirement for PK and K

  i. Effective August 1, 2011 all students born on or after January 1, 2007, enrolled in PK and K who are less than five (5) years of age must show proof of having received one (1) dose of pneumococcal conjugate vaccine on or after the student’s first birthday.
  
  ii. An individual shall be considered adequately protected if currently aged five (5) years or older.

ii. For entry into seventh (7th) grade:

All students in grades K-12 are required to show proof of 2 doses of measles, mumps, rubella vaccine at least 28 days apart with the first dose administered on or after the first (1st) birthday, or laboratory confirmation of immunity confirmed in writing by a physician, physician assistant or advanced practice registered nurse.

- Proof of having received 2 doses of measles-containing vaccine.
  
  In those instances at entry to seventh grade, where an individual has not received a second dose of measles contained vaccine, a second dose shall be given. If an individual has received no measles containing vaccines, the second dose shall be given at least 4 weeks after the first. (Students entering 7th grade must show proof of having received 2 doses of measles-containing vaccine.

- Proof of Varicella (Chickenpox) Immunity.

  i. On or after August 1, 2011, two doses, given at least three (3) months apart, the first dose on or after the individual’s first (1st) birthday and before the individual’s thirteenth (13th) birthday or two doses given at least twenty-eight (28) days apart if the first dose was given on or after the individual’s thirteenth (13th) birthday, or
  
  ii. Serologic evidence of past infection, or
  
  iii. A statement signed and dated by a physician, physician assistant, or advanced practice registered nurse indicating that the child has already had varicella (chickenpox) based on family and/or medical history. (Date of chickenpox illness not required)

- Proof of at least three doses of Hepatitis B vaccine or show proof of serologic evidence of infection with Hepatitis B.

**NOTE:** Students must show proof of 3 doses of Hepatitis B vaccine or serologic evidence of infection to enter eighth grade.

- Proof of Diphtheria-Pertussis-Tetanus Vaccination (Adolescent Tdap Vaccine Requirement for Grade 7 Students)

  i. On or after August 1, 2011, an individual eleven (11 years of age or older, enrolled in the seventh (7th) grade, shall show proof of
one (1) dose of diphtheria, tetanus and pertussis containing vaccine, (Tdap booster) in addition to completion of the recommended primary diphtheria, tetanus and pertussis containing vaccination series unless:

ii. Such individual has a medical exemption for this dose confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on having last received diphtheria, tetanus and pertussis containing vaccine less than five (5) years earlier and no increased risk of pertussis according to the most recent standards of care for immunization in Connecticut (C.G.S. 19a-7f)

- Meningococcal Vaccine (MCV4) Required for Grade 7 Students

  i. Effective August 1, 2011, one dose of meningococcal vaccine

- Immunization requirements are satisfied if a student:

  i. presents verification of the above mentioned required immunizations;
  ii. presents a certificate from a physician, physician assistant, advanced practice registered nurse or a local health agency stating that initial immunizations have been administered to the child and additional immunizations are in process;
  iii. presents a certificate from a physician stating that in the opinion of the physician immunization is medically contraindicated in accordance with the current recommendation of the National Centers for Disease Control and Prevention Advisor Committee on Immunization Practices because of the physical condition of the child;
  iv. presents a written statement officially acknowledged by a notary public or a judge, family support magistrate, clerk/deputy clerk of a court having a seal, a town clerk, a justice of the peace, a Connecticut-licensed attorney or a school nurse from the parents or guardian of the child that such immunization would be contrary to religious beliefs of the child or his/her parents or guardians;
  v. he/she has had a natural infection confirmed in writing by a physician, physician assistant, advanced practice registered nurse or laboratory.

- Health assessment and health screening requirements are waived if the parent legal guardian of the student or the student (if he or she is an emancipated minor or is eighteen years of age or older) notifies the school personnel in writing that the parent, guardian or student objects on religious grounds. (CGS 10-204a)

- Students failing to meet the above requirements shall not be allowed to attend school.

2. A physical examination including blood pressure, height, weight, hematocrit or hemoglobin, and a chronic disease assessment which shall include, but not be limited to, asthma and which must include public health related screening questions for parents to
answer and other screening questions for providers and screenings for hearing, vision, speech, and gross dental shall be required for all new school enterers, and students in grade 6 or grade 7 and grade 9 or 10. This health assessment must be completed either prior to school entry or 30 calendar days after the beginning of school for new school enterers. This assessment must be conducted within the school year for students in grade 6 or grade 9 or 10. Parents of students in grade 6 or grade 9 or 10 shall be notified, in writing, of the requirement of a health assessment and shall be offered an opportunity to be present at the time of assessment.

The assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley’s anemia and test for lead levels in the blood when the Board of Education, after consultation with the school medical advisor and the local health department, determine such tests are necessary.

A test for tuberculosis, as indicated above, is not mandatory, but should be performed if any of the following risk factors prevail:

1. birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central and South America, Dominican Republic and Haiti, see list of countries in Appendix B) and do not have a record performed in the United States.
2. travel to a high risk country staying at least one week with substantial contact with the indigenous population since the previously required examination;
3. extensive contact with persons who have recently come to the United States from high risk countries since the previously required examination;
4. contact with persons suspected to have tuberculosis; or
5. lives with anyone who has been in a homeless shelter, jail or prison, uses illegal drugs or has HIV infection

The results of the risk assessment and testing, when done, should be recorded on the State of Connecticut Health Assessment Record (HAR-3) or directly in the student’s Cumulative Health Record (CHR-1).

Health assessments completed within two calendar years of new school entry or grades 6 or grade 9 or 10 will be accepted by the school system. Failure of students to satisfy the above mentioned health assessment timeliness and/or requirements shall result in exclusion from school.

(*Note: As an alternative health assessment could be held in grade 7.)

The District shall annually report to the Department of Public Health and to the local health director the asthma data pertaining to the total number of students per school and in the district obtained through school assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade 6 or 7, and in either grade 9 or 10. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals.
3. Parents or guardians of students being excluded from school due to failure to meet health assessment requirements shall be given a thirty calendar day notice in writing, prior to any effective date of school exclusion. Failure to complete required health assessment components within this thirty day grace period shall result in school exclusion. This exclusion shall be verified, in writing, by the Superintendent of Schools or his/her designee. Parents of excluded students may request administrative hearing of a health assessment-related exclusion within five days of final exclusion notice. An administrative hearing shall be conducted and a decision rendered within fifteen calendar days after receipt of request. A subcommittee of the Board of Education shall conduct an administrative hearing and will consider written and/or oral testimony offered by parents and/or school officials.

4. Health screenings shall be required for all students according to the following schedule:

- Vision Screening: Grades K, 1, 3, 4, & 5
- Audiometric Screening: Grades K, 1, 3, 4, & 5
- Postural Screening:
  - Female students: Grades 5 & 7
  - Male students: Grades 8 or 9

5. The school system shall provide these screenings to students at no cost to parents. Parents shall be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings to be conducted by their private physician shall be required to report screening results to the school nurse. The District shall provide a brief statement to parents/guardians of students not receiving the required vision, hearing or postural screening explaining why the student did not receive such screening(s).

6. (Health assessments may be conducted by a licensed physician, advanced practice registered nurse, registered nurse, physician assistant or by the School Medical Advisor.)

7. Parents of students failing to meet standards of screening or deemed in need of further testing shall be notified by the Superintendent of Schools.

Students eligible for free health assessments shall have them provided by the health services staff. Parents of these students choosing to have a health assessment conducted by medical personnel outside of the school system shall do so at no cost to the school system.

8. Health records shall be maintained in accordance with Policy #5125.

9. All candidates for all athletic teams shall be examined annually by the designated school physician at a time and place determined by the Director of Athletics and/or coach.

No candidate will be permitted to engage in either a practice or a contest unless this requirement has been met, and he or she has been declared medically fit for athletics.

An athlete need not be re-examined upon entering another sport unless the coach requests it.
If a student is injured, either in practice, a contest, or from an incident outside of school activities at requires him or her to forego either a practice session of contest, that student will not be permitted to return to athletic activity until the school physician examines the student and pronounces him/her medically fit for athletics.

**Legal Reference: Connecticut General Statutes**

10-204a Required immunizations  
10-204c Immunity from liability  
10-205 Appointment of school medical adviser  
10-206 Health assessments (as amended by June Special Session PA 01-4, PA 01-9, PA 05-272 and PA 07-58)  
10-207 Duties of medical advisers  
10-206a Free health assessments (as amended by June Special Session PA 01-1)  
10-208 Exemption from examination or treatment  
10-208a Physical activity of student restricted; board to honor notice  
10-209 Records not to be public. Provision of reports to schools.  
10-212 School nurses and nurse practitioners  
Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a and 10-204a-4  
20 U.S.C. Section 1232h, No Child Left Behind Act

**Policy adopted: January 14, 2016**

**5141.32 Postural Screening**

Postural screening is the method used to detect scoliosis, more commonly known as curvature of the spine.

Individualized postural screening using techniques approved by the School Medical Advisor shall be performed in Grades 5, and 7, for female students and in grades 8 or 9 for male students by the school nurse.

Postural screenings that are conducted and reported as part of the stateâs mandated health assessment in grade seven (7), according to C.G.S. 10â206, may fulfill the requirement for postural screening in the same year in which the health assessment is conducted (as opposed to reported). The postural screenings conducted as part of the mandated health assessment must meet the requirements of the regulations for scoliosis screening (see Connecticut Regulations Section 102-14).

A student who fails the initial screening shall be retested by the school nurse in two to three weeks. If the student fails again, the nurse shall notify the parent or guardian and recommend further professional evaluation.
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Legal Reference: Connecticut General Statutes, Chapter 169 (revised)
10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results, as amended by PA 96-229, An Act Concerning Scoliosis Screening

Policy adopted: December 12, 2014

5141.4 Reporting of Child Abuse, Neglect and Sexual Assault

The Board of Education (Board) recognizes its legal and ethical obligations in the reporting of suspected child abuse, neglect and sexual assault. Any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees, specifically Superintendent, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers either employed by the Board or working in one of the District schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault.

A mandated reporter’s suspicions may be based on factors including, but not limited to, observations, allegations, facts by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

Furthermore, the Board of Education requires all personnel who have reasonable cause to suspect or believe that a child, under the age of eighteen (18), has been abused, neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, is placed in imminent danger of serious harm or has been sexually abused by a school employee to report such cases in accordance with the law, Board policy and administrative regulations.

A mandated reporter shall make an oral report, by telephone or in person, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve (12) hours after the reporter has reasonable cause to suspect the child has been abused or neglected. In addition, the mandated reporter shall inform the building principal or his/her designee that he/she will be making such a report. Not later than forty-eight hours of making the oral report, the mandated reporter shall file a written report with the Commissioner of Children and Families or his/her designee. (The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.)

The oral and written reports shall include, if known: (1) the names and addresses of the child and his/her parents/guardians or other persons responsible for his/her care; (2) the child’s age; (3) the
child’s gender; (4) the nature and extent of the child’s injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; (10) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child. (For purposes of this section pertaining to the required reporting, a child includes any victim under eighteen years of age educated in a technical high school or District school. Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony, unless such individual is under eighteen years of age or educated in the technical high school system or in a District school, other than part of an adult education program.)

If the report of abuse, or neglect or sexual assault involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.

The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter’s written or oral report of abuse or neglect or if the Commissioner of Children and Families has reasonable belief that a school employee abused or neglected a student. Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the school employee and the Superintendent of the investigation’s results. If DCF has reasonable cause, and recommends the employee be placed on DCF’s Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations, shall provide to each employee in-service training regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of Children and Families. Each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program and shall thereafter retake such refresher training course at least once every three years.

The Principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated
reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by law.

Establishment of the Confidential Rapid Response Team

Not later than January 1, 2016, the Board of Education shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF’s investigation of such cases.

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police officer, and (3) any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

Hiring Prohibitions

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF’s investigation, if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education.

The Boards of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

(cf. 4112.6/4212.6 – Personnel Records)
(cf. 5141.511 – Sexual Abuse Prevention and Education Program)

Legal Reference: Connecticut General Statutes

10-220a In-service training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)
10-221d Criminal history records check of school personnel. Fingerprinting. Termination or
5141.5 Youth Suicide Prevention and Youth Suicide Attempts

Area Cooperative Educational Services (ACES) is aware that suicide and other self-destructive behaviors have become critical problems for children and youth, families, school personnel and the community. ACES is also aware that students experiencing stress or depression are less available for learning. Students engaging in self-destructive behaviors are jeopardizing their health and well being as well as their academic achievement.

ACES recognizes its responsibility to develop policy and procedures for dealing with youth suicide prevention and youth suicide attempts. In response to this concern it shall be the policy of ACES to establish programs and procedures regarding youth suicide prevention and intervention for teachers, administrators, staff and students. All school personnel will be required to act in accordance with ACES policy and procedures and timelines whenever there is any suspicion that a student may be at risk for suicide.

Policy and procedure will be evaluated on an annual basis to ensure that they are current with best practice and address the needs of students, staff, families and the community in dealing with the issue of youth suicide prevention.

Legal Reference: Connecticut General Statutes
Sec. 10-221(e) re. “written policy and procedures for dealing with youth suicide prevention and youth suicide attempts.”

5141.6 Student Medical Care at School

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

ACES schools shall maintain Medical Emergency Information for each student. If a student’s illness or injury requires immediate care, the approved Medical Emergency Procedure will be implemented. The parent / guardian or identified emergency contact person will be called by telephone by the nurse, the building Principal, or other personnel designated by the Principal, and advised of the student's condition.

When immediate medical care is indicated, and when parents / guardians or the identified emergency contact person cannot be reached, the approved Medical Emergency Procedure will be implemented. The nurse, Principal or other personnel designated by the principal will continue phoning the parent/guardian or identified emergency contact person until notification has been accomplished.

Legal Reference: Connecticut General Statutes
Sec 10-212 School nurses and nurse practitioners.


5141.61 Fire Drills/Crisis Response Drills

In each school operated by ACES, there shall be a fire drill held at least once per month in which all students, teachers, and other employees shall be required to leave the school building. (Every third month, a Crisis response drill will replace the fire drill.)*

Legal Reference: Connecticut General Statutes
Sec. 10-231 Fire drills.


5141.63 Safe Schools

The Aces Governing Board is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff or others. While committed to the protection of each person's constitutional rights, including due process rights, the ACES Governing Board does not condone lawlessness. Any individual committing violent acts in or on school property will be disciplined according to applicable ACES Governing Board policy and regulations.
**5141.70 Physical Activity of Student Restricted**

ACES shall honor written notice submitted by a licensed practitioner of the healing arts, as defined in section 20-1, which places physical restrictions upon any pupil enrolled in ACES. For purposes of this section, licensed practitioner means any person who is licensed to practice under Chapter 370, 371, 372, 373 or 375.

**5141.7 Student Sports—Concussions**

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

The District will also utilize protocols developed by the State Board of Education in consultation with the Commissioner of Public Health, the Connecticut Interscholastic Athletic Association (CIAC), and appropriate organizations representing licensed athletic trainers and state medical associations to inform and educate coaches, youth athletes and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to engage in athletic activity after a concussion, of the proper method of allowing a student athlete who has sustained a concussion to return to athletic activity.

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

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

The required refresher course regarding concussions shall include, but not be limited to, an overview of key recognition and safety practices, an update of medical developments and current best practices in the field of concussion research, prevention and treatment.
The District shall implement the concussion education plan, developed by the State Board of Education per the stipulations of P.A. 14-66. Written materials, online training or videos, or in-person training shall address, at a minimum, the recognition of signs or symptoms of concussion, means of obtaining proper medical treatment for a person suspected of sustaining a concussion, the nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion, proper procedures for return to athletic activity and current best practices in the prevention and treatment of a concussion.

The Board recognizes and makes it part of this policy that commencing July 1, 2015, the CIAC prohibits student athletes from participation in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan of the State Board of Education and its contributing organizations to such plan.

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes
P.A. 10-62 An Act Concerning Student Athletes and Concussions
P.A. 14-66 An Act Concerning Youth Athletics and Concussions
5141.7 Regulation Student Sports—Concussions – Concussion Management in Student Sports

Policy adopted: June 08, 2017

5141.7 Regulation Student Sports—Concussions – Concussion Management in Student Sports

A. Duties of the Athletic Director or Administrator in Charge of Athletics
   1. Annually, each spring, the Athletic Director or the administrator in charge of athletics, if there is no Athletic Director, shall review, with the District’s Medical Advisor and athletic trainer, any changes that have been made regarding the management of concussion and head injuries.
   2. By the conclusion of the school year, the Athletic Director or administrator in charge of athletics will identify the competitive sport activities in the District for which compliance with the concussion policy is required. A list of competitive sports activities and the District’s policy and procedures will be distributed to all members of the coaching staff.
   3. The Athletic Director or the administrator in charge of athletics, if there is no Athletic Director, shall be responsible for determining that all coaches of intramurals or interscholastic sports have fulfilled the required initial training and subsequent follow-up regarding concussions prior to the coach’s commencement of his/her assignment.

B. Training of Coaches
   All coaches shall undergo training in head injuries and concussion management as required by state statute, in a program approved by the State Board of Education. In addition, the Centers for Disease Control and Prevention (CDC) has made available a tool kit, “Heads Up: Concussion in High School Sports,” which can provide additional information for coaches, athletes, and parents.
C. Parent/Student Information Sheet
On a yearly basis, a concussion consent and information sheet shall be signed and returned by the student athlete and the athlete’s parent/guardian prior to the student athlete’s initiating practice or competition. This information sheet may be incorporated into the parent permission sheet which permits students to participate in extracurricular athletics. Beginning with the school year commencing July 1, 2015, the District will utilize the informed consent form developed or approved and made available by the State Board of Education.

D. Coaches Responsibility
1. Based on mechanism of injury, observation, history and unusual behavior and reactions of the athlete, even without loss of consciousness, assume a concussion has occurred if the head was hit and even the mildest of symptoms occur. The student athlete who is suspected of sustaining a concussion in a practice or game shall be immediately removed from play.
2. If confusion, unusual behavior or responsiveness, deteriorating condition, loss of consciousness, or concern about neck and spine injury exists, the athlete should be referred at once for emergency care.
3. If no emergency is apparent, the athlete should be monitored every 5 to 10 minutes regarding mental status, attention, balance, behavior, speech and memory until stable over a few hours. If appropriate medical care is not available, an athlete even with mild symptoms should be sent for medical evaluation.
4. Upon removal from the athletic activity, the coach or other qualified school employee shall notify the athlete’s parent/guardian that the student athlete has exhibited the signs, symptoms or behaviors consistent with a concussion or has been diagnosed with a concussion. Every reasonable effort shall be made to immediately provide such notification, but not later than twenty-four hours after such removal.
5. No athlete suspected of having a concussion should return to the same practice or contest, even if symptoms clear in 15 minutes, no sooner than twenty-four hours after removal and only after the athlete and his/her parent/guardian completes the State Board of Education concussion education plan and the athlete receives written clearance from a licensed health care professional trained in the evaluation and management of concussions.

E. Return to Play After Concussion
1. A student athlete who has been removed from play may not participate in any supervised team activities involving physical exertion, including, but not limited to practices, games, or competitions, sooner than twenty-four hours* after such athlete was removed from play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions and receives a written clearance to return to play from that health care provider [or: Any athlete removed from play because of a concussion must have written medical clearance from an appropriate health care professional before he/she can resume practice or competition.

Note: CIAC requirements indicate that no athlete shall return to participation on the same day of concussion.
*P.A. 10-62 does not require a 24 hour waiting period before an athlete may return to participate in team activities. However, the law does require written clearance from a licensed health care professional.

2. After medical clearance, the return to play by the athlete should follow a step-wise protocol with provisions for delayed return to play based on return of any signs or symptoms.

3. The medical clearance return to play protocol is as follows:
   a. No exertional activity until asymptomatic.
   b. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
   c. Initiate aerobic activity fundamental to the specific sport such as skating, or running and may also begin progressive strength training activities.
   d. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
   e. Full contact in practice setting.
   f. If athlete remains asymptomatic, he/she may return to game/play.

5141.8 Do Not Resuscitate Orders

The ACES Governing Board acknowledges ACES responsibility to honor Do Not Resuscitate (DNR) Orders and instructs the Executive Director to prepare procedures for use in ACES Programs.

Legal Reference: Connecticut General Statutes
Sec. 19a-580d. "Do not resuscitate" orders. Regulations.

Policy adopted: April 14, 1994

5141.9 School Wellness

The ACES Governing Board recognizes the importance of promoting good student nutrition and a healthy school environment. To this end, the Board hereby requires the provision of an integrated nutrition program to provide students with the skills and support to adopt healthy eating behaviors, obtain positive nutritional status and achieve improved academic success in a health conscious environment.

Additionally, the district shall take the appropriate measures to implement a comprehensive nutrition/health curriculum, promote healthful student eating through the provision of well balanced and nutritionally sound school lunch program, promote the consumption of healthy foods and beverages in appropriate portion sizes, and encourage increased physical activity for students during the school day where appropriate. The district will provide on-going opportunities for professional development for staff to ensure a process of continuous improvement with respect to wellness.
The school administration and wellness committee shall develop regulations indicating a plan of action for implementing this policy.

**Legal Reference:**
PL 108.265 Section 204 Local Wellness Policy.

*Policy adopted: May 11, 2006.*

**5142.1 Relations with Non-custodial Students**

The ACES Governing Board, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a copy of the court order to the Executive Director, which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the non-custodial parent upon written request, in accordance with ACES Governing Board policies, may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school and have an opportunity to confer with the student's teacher(s).

**Legal Reference: Connecticut General Statutes**

*Policy adopted: September 11, 2003.*

**5144.1 Physical Restraint and Seclusion of Students**

The Board seeks to foster a safe and positive learning environment for all students. The Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual.

The Board of Education authorizes the Executive Director or his/her designee to develop and implement Administrative Regulations in accordance with this Policy and applicable law. The Board mandates compliance with this Policy and the associated Administrative Regulations at all times. Violations of this Policy and/or associated Administrative Regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.
Nothing within these regulations shall be construed to interfere with the Board’s responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220.

**Legal References:**
- Conn. Gen. Stat. § 10-76b
- Conn. Gen. Stat. § 10-76d
- Conn. Gen. Stat. § 53a-18 to 53a-22
- Regs. Conn. State Agencies §§ 10-76b-5 through 10-76b-11, as amended July 1, 2013

**Other References:**
- Memorandum from Dr. Isabelina Rodriguez.

*Policy adopted: June 09, 2016*

**Regulation #5144.1: Administrative Regulations Concerning Physical Restraint and Seclusion of Students**

ACES seeks to foster a safe and positive learning environment for all students. District employees will restrict the use of physical restraint or seclusion of students to emergency situations, in accordance with these administrative regulations and the associated policy and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual.

The following sets forth the procedures for compliance with the relevant state law and regulations concerning the physical restraint and seclusion of students in the District. The Superintendent mandates compliance with these regulations at all times. Violations of these regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with responsibility of the District to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220.

I.  **Definitions:**
   A.  **Life Threatening Physical Restraint:** Any physical restraint or hold of a person that (1) restricts the flow of air into a person’s lungs, whether by chest compression or any other means, or (2) immobilizes or reduces the free movement of a person’s arms, legs or head while the person is in the prone position.
   B.  **Psychopharmacological Agent:** Any medication that affects the central nervous system, influencing thinking, emotion or behavior;
C. **Physical Restraint:** Any mechanical or personal restriction that immobilizes or reduces the free movement of a person’s arms, legs or head. The term does not include: (1) Briefly holding a person in order to calm or comfort the person; (2) restraint involving the minimum contact necessary to safely escort a person from one area to another; (3) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (4) helmets or other protective gear used to protect a person from injuries due to a fall; or (E) helmets, mitts and similar devices used to prevent self-injury when the device is (i) part of a documented treatment plan or an Individualized Education Program (“IEP”); or (ii) prescribed or recommended by a medical professional, as defined in section 38a-976 of the Connecticut General Statutes, and is the least restrictive means available to prevent such injury.

D. **School Employee:** (1) Any individual employed by ACES who is a teacher, substitute teacher, administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, paraprofessional, coach; and (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in ACES Schools pursuant to a contract with ACES.

E. **Seclusion:** The confinement of a person in a room, whether alone or with supervision by a school employee, in a manner that prevents the person from leaving that room. Seclusion does not include any confinement of a student in which the person is physically able to leave the area of confinement including, but not limited to, in-school suspension and time-out.

F. **Student:** a child who is

1. Enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education;
2. Receiving special education and related services in an institution or facility operating under a contract with a local or regional board of education pursuant to subsection (d) of section 10-76d of the Connecticut General Statutes;
3. Enrolled in a program or school administered by a regional education service center established pursuant to section 10-66a of the Connecticut General Statutes; OR
4. Receiving special education and related services from an approved private special education program.

II. **Life-Threatening Physical Restraint**

A. No school employee shall under any circumstance use a life-threatening physical restraint on a student.

B. Nothing in this section shall be construed as limiting any defense to criminal prosecution for the use of deadly physical force that may be available under sections 53a-18 to 53a-22, inclusive, of the Connecticut General Statutes.

III. **Procedures for Physical Restraint and Seclusion of Students**

A. No school employee shall use physical restraint or seclusion on a student EXCEPT as an emergency intervention to prevent immediate or imminent injury to the student or to others.
B. No school employee shall use physical restraint or seclusion on a student unless the school employee has received training in accordance with state law and/or the District’s trainings plans as described in Section X below, upon implementation thereof.

C. Physical restraint and seclusion of a student shall never be used as a disciplinary measure or as a convenience.

D. School employees must explore ALL less restrictive alternatives prior to using physical restraint or seclusion for a student.

E. School employees must comply with all regulations promulgated by the Connecticut State Department of Education in their use of physical restraint and seclusion with a student.

F. Monitoring
   1. Physical restraint: A school employee must continually monitor any student who is physically restrained. The monitoring must be conducted by either:
      a. direct observation of the student; or
      b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.
   2. Involuntary seclusion: A school employee must frequently monitor any student who is involuntarily placed in seclusion. The monitoring must be conducted by either:
      a. direct observation of the student; or
      b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.

G. Length
   1. Any period of physical restraint or seclusion:
      a. shall be limited to that time necessary to allow the student to compose him or herself and return to the educational environment; and
      b. shall not exceed fifteen (15) minutes, except as provided below.
   2. If any instance of physical restraint or seclusion of a student used as an emergency intervention exceeds fifteen (15) minutes, one of the following individuals, who have received training in the use of physical restraint or seclusion, will determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others:
      a. an administrator, or such administrator’s designee;
      b. a school health or mental health personnel; or
      c. a board certified behavior analyst.
   3. The individual identified under subsection 2 (a-c) shall make a new determination every thirty (30) minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
H. A school employee must regularly evaluate the student being physically restrained or secluded for signs of physical distress. The school employee must record each evaluation in the educational record of the person being physically restrained or secluded.

IV. Seclusion Room Requirements
Seclusion can happen in any location, although a district may designate an area or room for this purpose. Regardless of location, any room used for seclusion must:

A. be of a size that is appropriate to the chronological and developmental age, size and behavior of the student;
B. have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which the seclusion room is located;
C. be equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are used in the other rooms of the building in which the seclusion room is located;
D. be free of any object that poses a danger to the student who is being placed in the seclusion room;
E. conform to applicable building code requirements.

If the door or doors to a room used for seclusion are to be locked, latched or otherwise secured, a modification from the State Fire Marshal’s office shall be secured prior to the installation of a locking mechanism. If a door locking mechanism is used, the student shall be constantly monitored notwithstanding any other provisions of the Connecticut General Statutes or Regulations to the contrary. The locking mechanism to be used shall be a device that shall be readily released by staff as soon as possible but in no case longer than within two minutes of the onset of an emergency and is connected to the fire alarm system so that the locking mechanism is released automatically when a fire alarm is sounded. An “emergency,” for purposes of this subsection, includes but is not limited to the following:

1. the need to provide direct and immediate medical attention to the student;
2. fire;
3. the need to remove the student to a safe location during a building lockdown; or
4. other critical situations that may require immediate removal of the student from seclusion to a safe location; and

F. have an unbreakable observation window or fixture located in a wall or door, which allows the student a clear line of sight beyond the area of seclusion, to permit frequent visual monitoring of the student and any school employee in such room. The requirement for an unbreakable observation window does not apply if it is necessary to clear and use a classroom or other room in the school building as a seclusion room for a student.
V. Use of Psychopharmacologic Agent

A. No school employee may use a psychopharmacologic agent on a student without that student’s consent and the consent of the student’s parent/guardian, except:

   1. as an emergency intervention to prevent immediate or imminent injury to the student or to others; or
   2. as an integral part of the student’s established medical or behavioral support or educational plan, or, if no such plan has been developed, as part of a licensed practitioner’s initial orders.

B. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

C. Any administration of a psychopharmacologic agent must ONLY be done in accordance with applicable federal and state law and the Board of Education’s Administration of Medication Policy.

VI. Required Meetings

A. Students not Eligible for Special Education (and not being evaluated for eligibility for special education)

   1. In the event that physical restraint or seclusion is used on a student four (4) or more times within twenty (20) school days, a team composed of an administrator, one or more of the student’s teachers, a parent or guardian of the student, and, if any, a school mental health professional, shall convene to:

      a. conduct or revise a behavioral assessment of the student;
      b. create or revise any applicable behavior intervention plan; and
      c. determine whether such student may require a referral for consideration for special education pursuant to federal and state law.

   2. The requirement to convene this meeting shall not supersede the District’s obligation to refer a student to a planning and placement team (“PPT”) as may be required in accordance with federal and state law.

B. Students Eligible for Special Education (and students being evaluated for eligibility for special education),

In the event that physical restraint or seclusion is used on a student four (4) or more times within twenty (20) school days, the student’s PPT shall convene to:

   1. conduct or revise a functional behavioral assessment (“FBA”);
   2. create or revise any applicable behavior intervention plan (“BIP”), including but not limited to, such student’s individualized education program (“IEP”); and
3. review or revise the student’s IEP, as appropriate.

C. A District and/or school administrator(s) shall determine the school employee(s) responsible for reviewing the number of occurrences of the use of physical restraint or seclusion on a monthly basis to ensure that the appropriate meeting(s) has been convened following the fourth occurrence of physical restraint or seclusion in a twenty (20) day period.

The State Department of Education has interpreted PA 15-141 to permit the inclusion of seclusion in the IEP of a student as a planned intervention. If the Board wishes to permit the inclusion of seclusion as a planned intervention in the IEP of a student, the following section must be included in these Administrative Regulations:

Seclusion as a Behavior Intervention in an IEP

A. Only the student’s PPT may determine if seclusion can be included as an intervention in the student’s IEP, in which case the following must occur:
   1. the PPT must ensure that all positive behavioral interventions and supports have been documented, reviewed and determined to be ineffective;
   2. an FBA must be conducted or reviewed, and, if appropriate, revised; and
   3. a BIP based on the FBA must be developed, which BIP must include the use of seclusion as a planned intervention.

B. The PPT must include the following information in the IEP of the student:
   1. the location of seclusion for the person at risk, which may be multiple locations within a school building;
   2. the maximum length of any period of seclusion, in accordance with Section III(D) of this regulation;
   3. the number of times during a single day that the student may be placed in seclusion;
   4. the frequency of monitoring required for the student while in seclusion;
   5. the timeframe and manner of notification of each incident of seclusion, as determined by the PPT and the parents of the student; and
   6. any other relevant information agreed-to by the PPT taking into consideration the age, disability and behaviors of the student that might subject the student to the use of seclusion;
   7. the use of seclusion on Page 10 of the student’s IEP, under “Special Factors,” and the BIP as an attachment to the IEP;
   8. the justification of the decision to use seclusion as a planned intervention in the IEP, which justification must include documentation of evidence that all previously attempted positive behavior interventions have been ineffective, the assessment data (i.e. FBA) and other relevant information in the IEP.
C. Prior to including seclusion in an IEP of a student, the PPT must inquire as to whether there are any known medical or psychological conditions that would be directly and adversely impacted by the use of seclusion as a behavior intervention. A student may not be placed in seclusion if such student is known to have any medical or psychological condition that a licensed health care provider has indicated will be directly and adversely impacted by the use of seclusion. The PPT may request a medical or psychological evaluation of the child for purposes of determining whether there is a medical or psychological condition that will be directly and adversely impacted by the use of seclusion as a behavior intervention. Any written statement from a licensed health care professional in this regard shall be included in the special education file of the student.

VII. Crisis Intervention Team

A. Each school year, the Director of Special Education [or other responsible administrator] shall require each school in the District to identify a crisis intervention team consisting of school professionals, paraprofessional staff members and administrators who have been trained, in accordance with state law, in the use of physical restraint and seclusion.

B. Members of crisis intervention teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or others.

VIII. Documentation and Communication

A. After each incident of physical restraint or seclusion, and no later than the school day following the incident, a school employee must complete the form provided by the ACES for reporting incidents of physical restraint and seclusion. The incident form must be included in the educational file of the student who was physically restrained or secluded. The information documented on the form must include the following:

1. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;

2. a detailed description of the nature of the restraint or seclusion;

3. the duration of the restraint or seclusion;

4. the effect of the restraint or seclusion on the student’s established behavioral support or educational plan; AND

5. whether the seclusion of a student was conducted pursuant to an IEP.

B. A school employee must notify the parent or guardian of a student of each incident that the student is physically restrained or secluded.

1. A school employee must make a reasonable attempt to immediately notify a parent or guardian after a student is initially placed in physical restraint or seclusion; in all circumstances, a school employee shall notify
the parent or guardian within twenty-four (24) hours after a student is initially placed in physical restraint or seclusion.

2. Notification must be made by telephone, e-mail, or other method which may include, but is not limited to, sending a note home with the student.

3. The parent or guardian of a student who has been physically restrained or placed in seclusion shall be sent a copy of the completed incident report of such action no later than two (2) business days after the use of physical restraint or seclusion, regardless of whether the parent received the notification described in subsections 1 and 2 above.

4. The Director of Special Education [or other responsible administrator] shall determine what school employees shall be permitted to ensure that required parent/guardian notifications are made.

C. The Director of Special Education [or other responsible administrator], or his or her designee, must, at each initial PPT meeting for a student, inform the child’s parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Department of Education relating to physical restraint and seclusion.

1. The Director of Special Education [or other responsible administrator], or his or her designee, shall provide to the child’s parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, at the first PPT meeting following the student’s referral to special education the plain language notice of rights regarding physical restraint and seclusion developed by the Connecticut State Department of Education.

2. The plain language notice developed by the Connecticut State Department of Education shall also be provided to the student’s parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older at the first PPT meeting at which the use of seclusion as a behavior intervention is included in the student’s IEP.

D. The Director of Special Education [or other responsible administrator], or his or her designee, must be notified of the following:

1. each use of physical restraint or seclusion on a student;
2. the nature of the emergency that necessitated its use;
3. whether the seclusion of a student was conducted pursuant to an IEP;
AND
4. if the physical restraint or seclusion resulted in physical injury to the student.

IX. Responsibilities of the Director of Special Education [or other responsible administrator]
A. The Director of Special Education [or other responsible administrator], or his or her designee, must compile annually the instances of physical restraint and seclusion within the District, the nature of each instance of physical restraint and seclusion, and whether instances of seclusion were conduct pursuant to IEPs.

B. The Director of Special Education [or other responsible administrator], or his or her designee, must report to the Connecticut State Department of Education within two (2) business days any instance of physical restraint or seclusion that resulted in physical injury (serious and non-serious) to the student.

X. Professional Development Plan and Training

A. The District shall annually provide all school professionals, paraprofessional staff members and administrators with an overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students. Such overview shall be in a manner and form as prescribed by the State Department of Education.

B. Plan Concerning Prevention Training

1. The District shall develop a plan through which training regarding the prevention of incidents requiring physical restraint or seclusion of students is provided to all school professionals, paraprofessional staff members and administrators.

2. This plan shall be implemented no later than July 1, 2017.

3. This plan shall require the training of all school professionals, paraprofessional staff and administrators not later than July 1, 2019.

C. Plan Concerning Proper Means of Using Physical Restraint and Seclusion

1. The District shall develop a plan through which training regarding the proper means of physically restraining or excluding a student is provided to all school professionals, paraprofessional staff members and administrators. Such training shall include, but not be limited to:

   a. verbal defusing or de-escalation;
   b. prevention strategies;
   c. types of physical restraint;
   d. the differences between life-threatening physical restraint and other varying levels of physical restraint;
   e. the differences between permissible physical restraint and pain compliance techniques;
   f. monitoring to prevent harm to a person physically restrained or in seclusion; and
   g. recording and reporting procedures on the use of physical restraint and seclusion.

2. This plan shall be implemented no later than July 1, 2017.
3. This plan shall require the training of all school professionals, paraprofessional staff and administrators not later than July 1, 2019, and periodically thereafter as prescribed by the State Department of Education.

XI. Review and Revision of Policies, Regulations and Procedures

   A. The District shall make available policies and procedures regarding the physical restraint and seclusion of students on the District’s Internet website and procedures manual.
   B. The District shall update any policies, regulations and/or procedures regarding the physical restraint and seclusion of students within sixty (60) days after the State Department of Education’s adoption or revision of regulations regarding the same. Any and all such updates shall be made available in accordance with subsection A of this section.

**Legal References:**
- Conn. Gen. Stat. § 10-76b
- Conn. Gen. Stat. § 10-76d
- Conn. Gen. Stat. § 53a-18 to 53a-22
- Regs. Conn. State Agencies §§ 10-76b-5 through 10-76b-11, as amended July 1, 2013

**Other References:**
- Memorandum from Dr. Isabelina Rodriguez.

Policy adopted: June 09, 2016
5145 Civil and Legal Rights and Responsibilities

5145.12 Search and Seizure

5145.123 Use of Metal Detectors

In view of the escalating presence of weapons in our schools, the Board authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action.

Upon enrollment and at the beginning of each school year, students and parents/guardians shall receive notice that the district uses metal detector checks as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools, where metal detectors are used, to explain that anyone may be scanned by a metal detector for illegal weapons when on campus or attending athletic or extracurricular events.

*Legal Reference: Connecticut General Statutes*

*Policy adopted: September 11, 2003.*

5145.14 On-Campus Recruitment

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the District’s secondary schools. Access may be granted through programs conducted by the Guidance Department. Such programs may consist of career days, college fairs, individual school visitations, in-school recruiting.

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents/guardians of secondary school students and students 18 years of age or older, of their right to object to the disclosure of the student’s name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student, who is 18 years of age or older, or the parent of a
secondary school student objects in writing to the disclosure of a student’s name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student’s name, address or telephone number to a military recruiter or an institution of higher education without prior written consent. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

**Legal Reference: Connecticut General Statutes**


10-220d Student recruitment by a regional and interdistrict specialized schools and programs. Recruitment of athletes prohibited (as amended by P.A. 12-116, An Act Concerning Educational Reform)

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

(as amended by PA 98-252)


Section 8025 of Public Law 114-95, “The Every Student Succeeds Act of 2015”

*Policy adopted: June 06, 2017*

**5145.14 Regulation On-Campus Recruitment**

The following regulations are established to ensure that on-campus recruitment of students is conducted in an orderly manner that is not disruptive to the high school program.

1. Organizations wishing to recruit at High School must make arrangements with the high school Principal or designee who will determine the schedule for the recruitment meeting.

2. Recruitment meetings will be limited to the same number for each organization for each academic year. The exact number will be determined by the Principal and will usually not exceed two recruitment meetings per year.

3. On campus follow up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the Principal or designee.

4. Scheduled visits by recruiters will be made known to the student body by school personnel.

5. The school administration reserves the right to deny a recruitment meeting or access request where the holding of such a meeting will materially and substantially interfere with the proper and orderly operation and discipline of the school; is likely to cause violence or disorder; or will constitute an invasion or violation of the rights of other students. Any person or entity denied access under this regulation shall have the right to request a review of the administrative decision by the Board of Education by filing an appropriate written request with the Superintendent of Schools.

In addition to the guidelines pertaining to on-campus recruitment, information relating to technical high schools, regional agricultural science and technology education centers,
interdistrict magnet schools, charter schools and interdistrict students’ attendance programs will be posted on the Board’s website.

**Legal Reference: Connecticut General Statutes**
10-220d Student recruitment by a regional and interdistrict specialized schools and programs. Recruitment of athletes prohibited (as amended by P.A. 12-116, An Act Concerning Educational Reform)
10-221b Boards of education to establish written uniform policy re treatment of recruiters
Section 8025 of Public Law 114-95, “The Every Student Succeeds Act of 2015”

*Policy adopted: June 08, 2017*
Access to Student Information by Military and/or College Recruiters

Name of Student: ________________________________ Date: ________________________________

Name of Parent: ________________________________ School: ________________________________

Dear Parent/Guardian and Secondary Students:

Our District receives funds from the federal government under the Every Student Succeeds Act of 2015. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student eighteen (18) years of age or older, or his/her parent or guardian may request that the student’s name, address, and telephone number not be released by the District without prior written parental consent. If you would like to make such a request, please complete the following and return it to your child’s school.

Parent or Guardian: Please complete this section and return the entire form to your child’s school. Use a separate form for each child.

I am aware the District must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the District will provide this information upon request, unless I require that such information not be given to the following groups without prior written parental consent:

Military Recruiters (please check one)

_____ Do not release my secondary student’s information to military recruiters until you have first obtained my prior written parental consent before doing so.

_____ I am a student eighteen years of age or older and do not want my information released to military recruiters until you have first obtained my prior written consent before doing so.
Colleges, Universities, or Institutions of Higher Learning (please check one)

___ I am a student eighteen years of age or older and do not want my information released to colleges, universities or other institutions of higher learning until you have first obtained my prior written parental consent before doing so.

___ Do not release my secondary student’s information to colleges, universities or institutions of higher learning until you have first obtained my prior written parental consent before doing so.

Parent
Signature: ___________________________ Date: ________________

Adult Student
Signature: ___________________________ Date: ________________

rev 11/16
5145.15 Directory of Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student’s name;
2. Student’s address;
3. Student’s telephone listing;
4. Student’s electronic address;
5. Student’s photograph;
6. Date and place of birth;
7. Major field of study;
8. Participation in officially recognized sports and activities;
9. Weight and height of athletic team members;
10. Dates of attendance;
11. Degrees or awards received;
12. Most recent previous school or program attended.

Public Notice

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

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

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Principal by the parent/guardian, student of eighteen years of age or emancipated student with fifteen days of the annual public notice. A parent or student eighteen years of age or an emancipated student, may not opt out of directory information to prevent the District from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the District in this policy.
Directory information shall be released only with administrative direction.

Directory information considered by the District to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student’s Social Security Number or student identification number be considered directory information.

(cf. 5125 Student Records; Confidentiality)

**Legal Reference: Connecticut General Statutes**

- 10-221b Boards of education to establish written uniform policy re treatment of recruiters.
- P.L. 114-95 “The Every Student Succeeds Act” Section 8025

**Policy adopted: June 08, 2017**

### 5145.5 Sexual Harassment/Intimidation

ACES is committed to preserving a positive and productive working and learning environment free of discrimination. ACES prohibits sexual harassment or intimidation of its employees or students whether by supervisory or non-supervisory personnel, by individuals under contract, or volunteers subject to the control of the board, or by students. Sexual harassment/intimidation in the workplace by employees will result in disciplinary action up to and including dismissal. Students engaged in sexual harassment/intimidation will also be subject to disciplinary action.

Sexual harassment/intimidation is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that an employee's or student's submission to or rejection of unwelcome conduct will in any way influence an employment or educational decision regarding that employee or student or conduct of a sexual nature which substantially interferes with an employee's work performance, or student's educational performance or creates an intimidating, hostile or offensive work or school environment, such as the display in the workplace or school of sexually suggestive objects or pictures.

**Legal Reference: Connecticut General Statutes**

- 10-15c Discrimination in public schools prohibited; 46a-60 Discriminatory employment practices prohibited.

**Policy adopted: September 10, 1992**
CHAPTER 6000 – INSTRUCTION

Elementary and Secondary

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6111 School Calendar

The school calendar shall show the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods, and other pertinent dates.

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

The Superintendent shall recommend to the Board of Education a school calendar that will meet the requirements of the law as well as the needs of the community, students, and personnel.

The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

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

For the school year commencing July 1, 2014, and July 1, 2015, the Board of Education may adopt the RESC approved uniform regional school calendar.

For the school year commencing July 1, 2016, and each school year thereafter, the Board of Education shall use the RESC developed and approved uniform regional school calendar.

The Board of Education may delay implementation of the uniform regional school calendar until the school year commencing July 1, 2017 because of an existing employee contract that makes the implementation of such calendar impossible.

Legal Reference: Connecticut General Statutes
1-4 Days designated as legal holidays.
10-15 Towns to maintain schools, as amended by PA 11-85, An Act Concerning the Achievement Gap.
10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations.
10-261 Definitions.
10-16l Establishment of graduation date.
10-233j Student possession and use of telecommunication devices.
PA 14-38 An Act Concerning the Recommendations of the Uniform Regional School Calendar Task Force.

Policy adopted: December 11, 2014
6112 School Day

Grades K-12

The ACES Executive Director shall ensure that:

1. The school year provides at least 180 days of school for all grades;
2. The school year provides a minimum of 900 hours of actual school work (450 hours for half-day kindergarten). In meeting this requirement, no more than seven (7) hours of actual school work on a given day shall be credited toward meeting the 900 hour minimum;
3. In an early school closing or delayed opening because of weather, the district will provide a minimum of 900 hours of actual school work (450 hours for half-day kindergarten) by the conclusion of the school year.
4. Should it be necessary to consider alternative scheduling in any single school year, because of unusual circumstances which could interfere with fulfilling the 180 day school year requirement, the Executive Director shall recommend to the ACES Governing Board a plan for alternative scheduling to be transmitted to the State Board of Education for its consideration and possible approval.

Legal Reference: Connecticut General Statutes
Sec. 10-15 Towns to maintain schools;
Sec. 10-16 Length of school year.


6112.1 Opening Exercises, Observances, Ceremonies, Programs

Each schoolroom operated by ACES shall be furnished with and will display a United States Flag. Each school building will be provided with a flag for exterior display. Each homeroom and elementary class shall conduct opening exercises each school day including the salute to the flag, the reading of announcements and notices and the opportunity to observe such time in silent meditation for those students and staff who wish to do so.

In observances of legal, State and National holidays, recognition may be made as appropriate to the historical and cultural value of such holidays.

Ceremonial events shall be conducted as appropriate to the occasion, with sensitivity and respect toward students whose cultural backgrounds may differ from that of the event being observed. School programs are valuable components of the total education program, and teachers shall be free to use music, literature, drama, poetry, art, and dance, with origins in any faith, based upon the artistic merit and/or performance suitability of the available material and the interests and capabilities of the teachers and students producing the program. Similar academic criteria shall apply to any aspect of the curriculum.
Students and teachers shall have the right to refuse, for reasons of conscience, to participate in or attend any activity or program which includes material which they may deem contrary to personal beliefs.

**Legal Reference: Connecticut General Statutes**
- 10-16a Silent Meditation;
- Sec. 10-230 Flags for schoolrooms and schools.

**Policy adopted: October 9, 2003.**

### 6121 Nondiscrimination in the Instructional Program

ACES pledges to avoid discriminatory actions and seeks to foster good human and educational relations which will help to attain:

1. equal right and opportunities for students and staff members in the school community.
2. equal opportunity for all students to participate in the total school program of the schools.
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. training opportunities for improving staff ability and responsiveness to educational and social needs.
5. opportunities in educational programs which are broadly available to all students.
6. an appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting. Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the ACES Governing Board.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, sexual orientation, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

**Legal Reference: Connecticut General Statutes**
- Sec. 10-15 Towns to maintain schools;
- Sec. 10-15c Discrimination in public school prohibited;
- Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et seq.,

**Policy adopted: October 9, 2003.**
6141.321 Acceptable Computer Network Use (AUP)

It is the policy of Area Cooperative Educational Services (ACES) that network technology services are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission and policies of ACES. Users of network technology services must acknowledge their understanding of the general policy and guidelines as a condition of using the network. Use of network technology services is a privilege, not a right. Failure to adhere to the policy and administrative procedures may result in suspension or revocation of network access. Willful or intentional misuse could lead to disciplinary action, including suspension or termination, or criminal penalties under applicable state and federal law.

Access to the Internet is provided by Area Cooperative Educational Services for the purpose of benefiting the school community, the educational and business responsibilities of ACES, and enriching the educational experience for all students. In order to better facilitate the safe use of the Internet by students at ACES, technological measures will be taken to attempt to restrict access by minors to materials that may be harmful to minors and incompatible with the educational mission of ACES, as well as to promote the internal security of the network. ACES takes appropriate measures to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

All student users must read and sign the Acceptable Use Agreement prior to being permitted to access the Internet through the network provided by ACES. All staff are expected to be familiar and comply with the ACES Acceptable Use Policy.

The Executive Director or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules. The Executive Director or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the computer system as long as they are consistent with this policy.

*Policy adopted: December 11, 2008*

**Curriculum**

**6142 Basic Instructional Program**

All ACES programs providing the full-time educational program for elementary and secondary school students shall offer a program of instruction, taught by legally qualified teachers, that shall include: The arts; career education; consumer education; health and safety; including, but not limited to, human growth and development, nutrition, first aid, disease prevention, community and consumer health, physical, mental and emotional health, including youth suicide prevention, substance abuse prevention, and safety, which may include the dangers of gang membership, and safety and accident prevention; instruction on acquired immune deficiency syndrome (AIDS); language arts, including reading, writing, grammar, speaking and spelling; mathematics, physical education; science; social studies, including, but not limited to,
citizenship, economics, geography, government and history; and in addition, on at least the secondary level, one or more foreign languages and vocational education. Language arts may include American Sign Language or signed English, provided such subject matter is taught by a qualified instructor under the supervision of a certified teacher.

All ACES programs providing the full-time educational program for elementary and secondary school students shall provide instruction in United States history, including instruction in U.S. Government at all levels and in the duties, responsibilities and rights of U.S. citizenship.

The effect of alcohol, of nicotine or tobacco and of drugs on health, character, citizenship and personality development shall be taught in every academic year to pupils in all grades of all full-time educational programs.

The medium of instruction and administration in all full-time educational programs shall be the English language, except that instruction as provided in State Statute may be given in any language other than English to any pupil who, by reason of foreign birth, ancestry or otherwise, experiences difficulty in reading and understanding English.

**Legal Reference: Connecticut General Statutes**
- Sec. 10-16b Prescribed courses of study;
- Sec. 10-18 Courses in United States history, government and duties and responsibilities of citizenship;
- Sec. 10-19 Teaching about alcohol, nicotine or tobacco, drugs, and acquired immune deficiency syndrome.

*Policy adopted: October 9, 2003.*

**6142.101 Student Nutrition and Physical Activity (School Wellness Policy)**

Student wellness, including good nutrition and physical activity, shall be promoted in the district’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

**Goals for Nutrition Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive school health education curriculum and will be integrated into other classroom content areas, as appropriate.
Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District’s physical education program.

Nutrition Guidelines for Foods Available in Schools

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education (“Connecticut Nutrition Standards for Foods in Schools”) in addition to federal and state statutes and national health organizations. The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District’s nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. (Schools must follow whichever requirements are stricter).

Note: Districts that participate in Connecticut’s healthy food certification must follow the Connecticut Nutrition Standards for all foods sold in schools instead of USDA’s Standards for Competitive Foods. The “Connecticut Nutrition Standards” meet or exceed the USDA’s competitive food standards.

All sources of food sales to students at school must comply with the “Connecticut Nutrition Standards for Food in Schools” including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.
Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy.

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public.

Evaluation of Wellness Policy

In an effort to measure the implementation of this policy, the Board of Education designates the [Superintendent, district principal] as the [person, people] who will be responsible for ensuring that each school meets the goals outlined in this policy.

The District will make available to the public an assessment of the implementation, including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

(cf. 3542 – Food Service)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 3452.45 – Vending Machines)
(cf. 6142.6 – Physical Education)
(cf. 6142.61 – Physical Activity)
(cf. 6142.62 – Recess/Unstructured Time)
(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study.
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.
10-221 Boards of education to prescribe rules, policies and procedures.
10-215a Non-public school participation in feeding program.
10-215b Duties of state board of education re: feeding programs.
10-216 Payment of expenses.
10-215e Nutrition standards for food that is not part of lunch or breakfast program.
10-215f Certification that food meets nutrition standards.
10-221o Lunch periods. Recess.
10-221p Boards to make available for purchase nutritious, low-fat foods.
10-221q Sale of beverages.
Regulations of Connecticut State Agencies
10-215b-1 Competitive foods.
10-215b-23 Income from the sale of food items.
National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12,)
Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220
National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)

Policy adopted: December 11, 2014

Instructional Services


The ACES Governing Board shall purchase such books, either as regular texts, supplemental books or library books and such supplies, material and equipment as it deems necessary to meet the instructional needs of its students.

For students in elementary and secondary grades, all books and equipment shall be loaned and materials and supplies furnished free of charge, subject to rules and regulations as to their care as the ACES Governing Board may adopt.

Unless a legitimate educational purpose is served, ACES will select textbooks and other general instructional materials that accurately present the achievements and accomplishments of individuals from all ethnic and racial backgrounds and of both sexes.

Legal Reference: Connecticut General Statutes
Sec.10-228; Free textbooks, supplies, material and equipment;
Sec. 10-18a Contents of textbooks and other general instructional material.

Instructional Resources for Teachers

6162.7 Copyrighted Computer Software

The ACES Governing Board recognizes that computer software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs.

It is the intent of ACES to adhere to the provisions of copyright laws in the area of computer programs. The ACES Governing Board directs the Executive Director or his/her designee to develop Procedures to discourage and prevent violation of copyright laws.

Reference:  


Individual Services

6164.12 Acquired Immune Deficiency Syndrome (AIDS)

Legal Reference: Connecticut General Statutes  
Sec. 10-19; Teaching about alcohol, drugs, or nicotine and acquired immune deficiency syndrome;


6164.12.1 Instruction Concerning AIDS

In compliance with Public Act 88-112 which amends Section 10-19 of the General Statutes, Area Cooperative Educational Services shall offer during the regular school day of its direct service programs, planned, ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS), as taught by legally qualified teachers.


6164.12.2 Exemption from Instruction Concerning AIDS

Area Cooperative Educational Services Governing Board, in compliance with Public Act 88-112 which amends Section 10-19 of the General Statutes, upon adoption of an AIDS curriculum will notify all parents and guardians that an AIDS curriculum is in place and will exempt pupils from such instruction upon written request of the parent or guardian. Such written requests will be sent to the Program Manager or designee and will be located within the student's file.

6200 Adult/Continuing Education

The Governing Board of ACES recognizes the important role continuing education must play in the lives of all citizens within the region. It thereby authorizes the administration to establish adult programs that meet these needs and that comply with the relevant State requirements. It specifically authorizes programs in the following areas:

- Basic adult education, English as a Second Language and GED programs for persons over age 16 whose inability to speak, read or write the English language constitutes a significant barrier to their ability to become employed or to retain employment.
- Job specific training options that enhance the capacity of educationally or economically disadvantaged persons to become economically self-sufficient.

**Legal Reference:** Connecticut General Statutes
Sec. 10-69 and 10-73a Adult education;
Sec. 10-73c Basic adult education programs.

*Policy adopted: December 14, 1989.*
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**9000 Role of the Board and its Members**

Bylaws of the Board

The ACES Governing Board is the governing body of ACES and derives its power and exists under the Constitution General Statutes of the State of Connecticut and the procedures of the Connecticut State Governing Board.

The Board has the power and responsibility to discharge any duty imposed by law upon it or upon the district of which it is the Governing Board.

**Board-Related Responsibilities**

In order to assure that its operations support the schools in providing all students with a high quality education, the Board hereby establishes as its goals:

1. to work to ensure that Board actions and performance reflect the concerns and aspirations of the member districts;

2. to identify the educational needs and aspirations of the member districts, and to transform such needs and aspirations into policies aimed at stimulating the students and the learning process;

3. communicate the educational programs services and opportunities to the member districts;

4. to provide leadership in order that the goals and objectives of ACES, as set forth by the Board, can be effectively carried out;

5. to employ an Executive Director capable of ensuring that the district maintains a position as an outstanding school system and service center and that school personnel carry out the policies of the Board with energy and dedication;

6. to formulate Board policies which best serve the educational interests of students and provide the Executive Director with sufficient and adequate guidelines for implementation;

7. to develop and provide data useful to the planning evaluation, organization and execution of Board management functions;

8. to perform all Board functions and operations in conformity with state, federal and local laws, rules, and regulations;

9. to evaluate the Board’s performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation; and

10. to adopt annual budgets.
Legal Reference: Connecticut General Statutes

1-200 Definitions
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education.
10-221 Boards of education to prescribe rules
10-240 Control of schools
10-241 Powers of school districts

Policy adopted: June 12, 2008.

9010 Limits of Authority

No individual member of the Governing Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

No member of the Governing Board shall be asked to perform any routine or clerical duties which may be assigned to an employee.

1. Board member’s primary responsibility is to serve the Agency as a member of the Governing Board whose authority is derived from its compliance with statutory requirements, and its bylaws, policies and regulations. As an individual, Board member’s legal authority exists at such time the Board is in session.

2. Individual Board members shall be granted authorization to conduct Board business upon Board approval. Such authorization will be with regard to such matters as, but not restricted to, educational needs, facility needs, transportation, budget preparations, negotiations, and those matters pertaining to the function of a standing committee or the responsibility of an officer of the Board.

3. Personnel records other than those made available to the entire Board by the Executive Director shall not be made available to individual Board members unless it is appropriate and necessary in order to fulfill specific responsibilities set forth by the Board.

4. Board members shall exercise respect in those matters pertaining to the responsibilities of the Executive Director whose authority for administering the educational program and conducting agency business is vested in his office and his professional and nonprofessional staff.

5. Board members shall uphold the position that they are without legal authority outside of meetings of the Board and shall conduct their relationships with school staff, district citizens and all media of communication on the basis of this fact.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.
10-232 Restrictions on employment of members of the board of education.

Policy adopted: June 12, 2008.
9011 Accountability

The public is accountable for:

- Maintaining a vigorous interest in, concern for, and constructive criticism of the schools;
- Electing the most able men and women available to represent them on the Governing Board;
- Providing the resources necessary or the Board and staff to accomplish publicly endorsed goals and objectives of the school district.

The Board is accountable for:

- Being responsive to the community’s desires and concerns regarding the quality and performance of the school system;
- Carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives;
- Requesting the resources necessary for the achievement of the goals and objectives through the budget process;
- Evaluating the degree to which the goals and objectives are accomplished;
- Selecting and evaluating the Executive Director.

The Executive Director is accountable for:

- Providing creative professional leadership counsel and management in all aspects of the school district programs;
- Being responsive to the Governing Board’s desires and concerns regarding the quality and performance of the school district;
- Effecting the policies, goals and objectives established by the Governing Board;
- Providing fiscal leadership in the implementation of the budget process;
- Selecting and evaluating all professional staff.

The administration, the teachers and other employees are accountable for:

- Achieving the goals and objectives related to their stated job responsibilities;
- Being responsive to the Executive Director’s desires and concerns regarding the quality and performance of their job responsibilities;
- Maintaining communications with students, parents and the community regarding their stated job responsibilities;
- Conforming to the policies established by the Governing Board.

The parents are accountable for:

- Providing an atmosphere that supports the education of their child;
- Maintaining close communication with the school.

The students are accountable for:
• Diligently pursuing their own learning;
• Following the rules of the school district.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education.

Policy adopted: June 12, 2008.

9012 Legal Responsibilities of the Governing Board

The Governing Board shall have authority to take all action necessary or advisable to meet its responsibilities under state statute including but not limited to the following:

1. To annually establish, with the Executive Director, educational priorities for the school district.

2. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.

3. To elect an Executive Director in accordance with state statutes.

4. To consider and adopt an annual budget, prepared by the Executive Director.

5. To determine the number, classification, duties and remuneration of employees.

6. To establish policy for employment, promotion and dismissal of personnel in accordance with state statutes.

7. To provide for the appraisal of the performance of personnel.

8. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.

9. To consider any specific recommendations made by the Executive Director.

10. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.

11. To consider, revise and adopt any changes in the curriculum.

12. To take any other actions required or permitted by law.

13. To make reasonable provision to implement the educational interests of the State, as defined by law, so that:

• each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
• the school district shall finance at a reasonable level an educational program designed to achieve this end;

• the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;

• the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education

Policy adopted: June 12, 2008.

9020 Public Statements

The ACES Governing Board recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Governing Board and the Executive Director. The Executive Director will work with the members of the Governing Board to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this bylaw. Press releases relative to Governing Board action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1112.2 - School News Releases)
(cf. 1120 - Board of Education Meetings)

Policy adopted: June 12, 2008.

Commitment to Democratic Principles in Relation to Community, Staff, Students

9030 Board-Staff Communications

The ACES Governing Board recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.
(cf. 2220 - Representative and Deliberative Groups re staff involvement in decision making)
(cf. 5145 - Civil and Legal Rights & Responsibilities)
(cf. 9133 - Special/Advisory Committee re: staff advisory committee and student advisory committee)

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education.

Policy adopted: June 12, 2008.

9040 Board-Related Responsibilities

The Governing Board shall:

1. Employ an able and qualified Executive Director.
2. Adopt policies to govern the operation of the school system.
3. Communicate the educational program to the people of the community.
4. Keep abreast of future educational needs of the town as well as the present.
5. Adopt annual budgets.
6. Take such specific actions as are required by law.

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education.
10-220 Duties of boards of education.
10-221 Boards of education to prescribe rules.

Policy adopted: June 12, 2008.

9110 Membership

The Board shall consist of one representative appointed by each member Governing Board from its membership. The Board shall be the policy body for ACES and shall approve all programs and services to be provided by ACES and shall adopt the annual budget.

The term of office of each Board member shall be for one year, commencing on July 1. Each member Governing Board shall designate in writing, on or before June 1 of each year its representative for the ensuing term. Any member Governing Board may remove its representative to the Board during said representative term by giving written notice to the Secretary of the appointment of a new representative. Board members shall be eligible for reappointment for additional terms.
In the event of a vacancy on the Board, whether by reason of resignation, death, disability or any other cause, the member Governing Board whose position is thus vacant shall promptly appoint a replacement to serve for the remainder of the current term.

**Legal References: Connecticut General Statutes**
10-66d Participation by boards of education and nonpublic schools
10-66l Boards of education may join centers within or outside area

*Policy adopted: June 12, 2008.*

**9120 Officers**

The following officers of the Board shall be elected at the June meeting of each year, to take office at such meeting for a term of one year:

1. A Chairperson, who shall preside over all regular and special meetings of the Board, and who shall call special meetings in his/her own discretion or upon petition as set forth above.

2. A Vice-Chairperson who shall preside in the absence of the Chairperson, and who shall assist the Chairperson in such manner as the Chairperson shall direct.

3. A Fiscal Officer, who shall have the authority to co-sign checks and financial documents as necessary.

*Legal References: Connecticut General Statutes*
10-66b Officers. Meetings
10-218 Operation and management

*Policy adopted: June 12, 2008.*

**9121 Chairperson**

The Chairperson shall preside at all meetings of the ACES Governing Board and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.

2. Consult with the Executive Director in the planning of the Board’s agendas.

3. Confer with the Executive Director on crucial matters which may occur between Board meetings.

4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.

6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.

7. Be responsible for the orderly conduct of all Board meetings.

8. Assume such other duties as may be authorized by the Board.

9. Appoint a Clerk of the Board.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board’s policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

(cf. 9325 - Meeting Conduct)

**Legal Reference: Connecticut General Statutes**
10-218 Officers. Meetings.

*Policy adopted: June 12, 2008.*

**9122 Office of the Vice-Chairperson**

The Vice-Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.

2. Work with the Chairperson and Executive Director to become generally informed of Board business.

3. In the absence of the Chairperson, act as a resource to the Executive Director on decisions which may require further input between board meetings.
4. In case of illness, resignation, or death of the Chairperson, the Vice-Chairperson, as deemed by the Board, becomes Chairperson until the Governing Board elects a new Chairperson at the next Governing Board meeting.

The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

*Policy adopted: June 12, 2008.*

**9126 Fiscal Officer**

The Fiscal Officer will:

1. Countersign with the Executive Director all checks.

2. Sign all accounts payable checks and all state-reimbursed expenditures.

3. Periodically inspect the books of the District, by reviewing the income and expenditures of each account carried by the Board and central office.

In the absence of the Fiscal Officer, the Chairperson will be authorized to sign checks or appoint a person to temporarily fulfill this responsibility.

*Policy adopted: June 12, 2008.*

**9130 Committees**

The Board may appoint from time to time such subcommittees as it may deem necessary or appropriate.

An Executive Committee of three or more Board members may be designated by vote of a majority of all voting members of the Board. The Executive Committee, if there be one, shall have all of the authority of the Board between meetings of the Board, except that it shall not amend the Agreement, authorize the borrowing of money, or change the rate of compensation of any employee of ACES. The Executive Committee shall keep minutes of its proceedings and shall make such report thereof to the Board as the Board shall require:

There shall be an Executive Committee of the ACES Board and it shall be composed of:

1. The Chairperson of the Board
2. The Vice-Chairperson of the Board
3. The Fiscal Officer of the Board
4. Four members of the Board

The Executive Committee is empowered to act in the absence of a quorum at a regularly scheduled meeting of the Board subject to the restrictions existing in the agreement signed by the
member school districts. On such occasions, all members of the Board present shall become members of the Executive Committee for the duration of that meeting.

The Executive Committee may be called together at the discretion of the Chairperson of the Board on an emergency basis with the provisions that:

1. All members of the Board be notified of said meeting.
2. A quorum for the Executive Committee will be a majority of those named to the Committee.

Such a majority of those named to the Committee shall be necessary for any vote to be taken. A majority of those present at a meeting and voting shall be required for any action on any issue.

**Legal Reference: Connecticut General Statutes**
1-200 through 1-241 of the Freedom of Information Act.
1-200 Definitions.
1-225 Meetings of government agencies to be public.

*Policy adopted: June 12, 2008.*

**9133 Special Committees/Advisory Committees**

In contrast to standing committees, advisory committees are appointed to perform a specific task. Advisory committees may include administrators, staff, parents, students and/or community representatives as well as Board members. When it has made its final report or recommendation to the Board, the advisory committee ceases to exist.

(cf. 9130 – Committees)
(cf. 9131 – Committee of the Whole)
(cf. 9132 – Standing Committees)

**Legal Reference: Connecticut General Statutes**
1-200 through 1-241 of the Freedom of Information Act.
1-200 Definitions.
1-226 Meetings of government agencies to be public.

*Policy adopted: June 12, 2008.*

**Board Member Protection**

**9260 Indemnification of Staff and Board Members-Damage Suits**

The Governing Board shall protect and save harmless any member of the Board or any staff member employed by the Board from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in bodily injury to or death of any person, or in accidental damage to or destruction of property, within or without school buildings, or other acts, including, but not
limited to infringement of any person’s civil rights, resulting in any injury, which acts are not wanton, reckless or malicious, provided such staff member, at the time of the acts resulting in such injury, damage or destruction, was acting in the discharge of his or her duties or within the scope of employment or under the direction of the Governing Board.

**Legal Reference**: Connecticut General Statutes

10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.
10-236 Liability insurance.
10-236a Indemnification of educational personnel assaulted in the line of duty.

*Policy adopted: June 12, 2008.*

**9270 Conflict of Interest**

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of new personnel. Therefore:

1. No member of the Board shall have any direct pecuniary interest in a contract with the school district, nor shall he/she furnish directly any labor, equipment, or supplies to the district. It is not the intent of this bylaw to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances the member may be expected to declare his/her association with the firm and will refrain from debating or voting on the question.

2. If a member of the immediate family of a Board member—specifically parent/guardian, spouse, domestic partner of a civil union, child or grandchild— is being considered for employment, that member shall disqualify him/herself from participation in discussion or vote.

3. The Board shall not give preferential treatment to companies in which town officials or paid town employees, have a major financial interest or to companies by which they are employed.

4. No Board member shall use his or her position to influence an employment or contractual decision other than those routinely made by the Board itself.

**Legal Reference**: Connecticut General Statutes

7-479 Conflicts of Interest.
10-156e Employees of boards of education permitted to serve as elected officials; exception.
10-232 Restrictions on employment of members of the board of education.
P.A. 05-10 An Act Concerning Civil Unions

*Policy adopted: June 12, 2008.*
9271 Code of Ethics

The success of every school system depends on an effective working relationship between the Governing Board and Executive Director. This code incorporates those standards and responsibilities most critical to productive Board and Executive Director relations.

- Board members and Executive Directors ensure the opportunity for high quality education for every student and make the well-being of students the fundamental goal of all decision-making and actions.
- Board members and Executive Directors are staunch advocates of high quality free public education for all Connecticut children.
- Board members and Executive Directors honor all national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Executive Directors will always carry out their respective roles with the highest levels of professionalism, honesty and integrity.
- Board members adhere to the principle that they shall confine the Board’s role to policy-making, planning and appraisal while the Executive Director shall implement the Board’s policies.
- Board members and Executive Directors both recognize that they serve as a part of an educational team with mutual respect, trust, civility and regard for each other’s respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Executive Director is in being the educational leader of the school district.
- Board members and Executive Directors practice and promote ethical behavior in the Boardroom as a model for all district employees.
- Board members and Executive Directors consider and decide all issues fairly and without bias.

(cf. 2000.1 - Board-Superintendent Relationship)
(cf. 2300 - Statement of Ethics for Administrators)

Policy adopted: June 12, 2008.

9272 Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board member’s constituents honestly and equally and refuse to surrender the Board member’s responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.

Policy adopted: June 12, 2008.
9300 Methods of Operation

The ACES Governing Board shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Executive Director to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Executive Director.

Policy adopted: June 12, 2008.

9310 Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws

Policy Dissemination

The Executive Director is directed to preserve and to make accessible the policies adopted by the Governing Board and the administrative rules and regulations needed to put them into effect.

The Executive Director is directed to place the policies of the Governing Board “on-line” so that no personal copies of the policies need to be made or distributed. Until such time the policies are put “on-line” all policy manuals distributed to anyone shall remain the property of ACES and shall be considered as “on loan” to anyone, or any organization, in whose possession they might be at any time.

Manual Maintenance/Updating

The Governing Board directs the Executive Director to update the on-line policies if changes have been made. The update would take place during the months of July and August for purposes of administrative updating and Board review.

Policy adopted: June 12, 2008.

9311 Formulation, Adoption, Amendment of Policies

The ACES Governing Board considers policy development its chief function, along with appraisal of the result achieved through its policies. It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the school system; it is through study and evaluation of reports concerning the execution of its written policies that the Board shall exercise its control over school operations.

It is the intent of the Board to develop policies and put them in writing so that they serve as guidelines and goals for the successful and efficient functioning of the public schools.
Written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. Thus policy development is an ongoing process.

Policy proposals and suggested amendments to, deletions of, or revisions of existing policies shall normally be submitted to all members of the Governing Board by the Executive Director in writing prior to a regularly scheduled Governing Board meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.

Policies will, unless by vote of two-thirds of the members present of the Governing Board, be adopted or amended after consideration at two regular meetings of the Governing Board. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by two-thirds vote of all members present of the Governing Board and the action shall be recorded in the minutes of the Governing Board. Only those written statements so adopted and so recorded shall be regarded as official policy.

Reference: Robert’s Rules of Order, Newly Revised

Policy adopted: June 12, 2008.

9312 Formulation, Adoption, Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revision of existing bylaws may be adopted by a majority vote of all members of the Governing Board. This will usually occur during the second of two regularly scheduled meetings of the Governing Board not less that four (4) weeks apart in the calls for which meeting the proposed additions, amendments, or revisions shall have been described in writing.

Reference: Robert’s Rules of Order

Policy adopted: June 12, 2008.

9313 Formulation, Adoption, Amendment of Administrative Regulations

The Governing Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Executive Director. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.
The Governing Board reserves the right to review and direct revisions of administrative regulations should they, in the Governing Board’s judgment, be inconsistent with the policies adopted by the Governing Board.

*Policy adopted: June 12, 2008.*

**9314 Suspension of Policies, Bylaws and Regulations**

Policies, bylaws and Governing Board adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Governing Board at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the Governing Board when no such written notice has been given.

*Reference: Robert's Rules of Order, Newly Revised*

*Policy adopted: June 12, 2008.*

**9321 Time, Place and Notification of Meetings**

The Board shall meet monthly on the second Thursday of each month from September through June, or on such other date as may be set at the prior monthly meeting.

Special meetings may be held upon the call of the Chairperson upon at least three days notice to all members. Special meetings shall also be called by the Chairperson upon written petition of at least one-fourth of the voting membership of the Board, and such meetings to be held within one week of receipt of the petition by the Chairperson.

At any special meeting, action may be taken upon only those matters specified in the call of the meeting. Notice of any special meeting may be waived in writing by all voting members of the Board.

*Legal Reference: Connecticut General Statutes*

1-206 Denial of access to public records or meetings.
1-225 Meetings of government agencies to be public.
1-227 Mailing of notice of meetings to persons filing written request.
1-228 Adjournment of meetings. Notice.
1-229 Continued hearings. Notice.
1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
10-218 Officers. Meetings

*Policy adopted: June 12, 2008.*
9322 Public and Executive Sessions

Public Meetings

All meetings of the Governing Board, regular, special and emergency shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

Executive Sessions

The public may be excluded from meetings of the Governing Board which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Subsection (b) of Section 1-210 of the Connecticut General Statutes.

(cf. 1331 - Smoking in School Facilities)

Legal Reference: Connecticut General Statutes

1-200 Definitions. (as amended by PA 02-130)
1-206 Denial of access to public records or meetings.
1-210 Access to public records.
1-225 Meetings of government agencies to be public.
1-226 Recording, broadcasting or photographing meetings.
1-231 Executive sessions.
19a-342 Smoking prohibited in certain places.

Policy adopted: June 12, 2008.
9323 Construction of the Agenda

The Executive Director in cooperation with the Chairperson of the Governing Board shall prepare an agenda for each regular meeting. Any member of the Governing Board may call the Executive Director and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in ACES Central Office and in each school in a place readily available to parents, teachers and the general public, and shall be filed in the Executive Director's office.

*Legal Reference: Connecticut General Statutes*  
1-225 Meetings of government agencies to be public.

*Policy adopted: June 12, 2008.*

9324 Advance Delivery of Meeting Materials

The Board meeting materials shall be disseminated as follows:

1. The complete Governing Board agenda and the appropriate materials pertaining thereto shall be sent to each Board member and Board clerk.

   The agenda will be available to the public at the administration building after 3:00 P.M. on Fridays preceding each regular Governing Board meeting. An agenda will also be available to each member of the press on Friday afternoons.

2. A copy of the agenda shall be sent to each building principal, one copy of which is to be posted upon the bulletin board in each school office.

   (cf. 9323 - Construction/Posting of Agenda)

*Policy adopted: June 12, 2008.*

9325 Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

The Conduct of meetings, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions
intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment of students or of school system operations.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.

2. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person’s privilege of address. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.

3. Speakers may offer objective criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however, the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting.

4. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy to others who may be affected by their comments. While it is not the Board’s intent to stifle public comment, speakers should be aware that if their statements violate the right of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

**Actions by the Board**

No Action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board’s position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes if the Board meeting as provided in Bylaw 9326, Minutes.
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Policy Manual Table of Contents

(cf. 1120—Board of Education Meeting re Public Participation)
(cf. 1312—Public Complaints)
(cf. 9321—Time, Place, Notification of Meetings)
(cf. 9322—Public and Executive Sessions)
(cf. 9323—Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-200 Definitions
1-206 Denial of access of public records or meetings. Notice. Appeal
1-210 Access to public records
1-225 Meetings of government agencies to be public
1-226 Recording, Broadcasting or photographing meetings
19a-342 Smoking prohibited in certain places. Sign required. Penalty
1-231 Executive sessions
1-232 Conduct of meetings (re disturbances)
10-224 Duties of the Secretary.

Policy adopted: June 12, 2008.

9327 Meetings

Electronic Mail Communications

The Governing Board believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Governing Board that email shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason
to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Executive Director, who will notify the district’s technology specialist.

5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Executive Director and may result in the suspension and/or revocation of system access.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.
1-200 Definitions.
1-210 Access to public records. Exempt records.
1-211 Disclosure of computer-stored public records.

Policy adopted: June 12, 2008.

9330 Board/School District Records

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Governing Board or the school district, whether handwritten, typed, tape-recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audiotapes, videotapes, micro-fiche, computer disk) material. All such records shall be maintained at the office of the Executive Director, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided the custodian or the Governing Board has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all
proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).

7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.

8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.

9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.

10. Records including engineering and architectural drawings; security systems’ operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.

11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.

Availability of Records

Any person shall receive promptly on request, a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district will require prepayment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge of one dollar for the first page and fifty cents for each additional page may be made for certification of any records or of any fact within the record.

The Executive Director on behalf of the Governing Board shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Executive Director reasonably believes disclosure would invade the employee's privacy.

Legal Reference: Connecticut General Statutes
1-15 Application for copies of public records.
1-200 Definitions.
1-210 to 1-213 Access to public records. (as amended by PA 02-113)
1-211 Access to computer stored records.
1-214 Public contracts as part of public records.
1-225 to 1-240 Meetings of public agencies.

Policy adopted: June 12, 2008.
9350 Hearings

Public Hearings

All requests for public hearings to come before the Governing Board shall be presented to the Executive Director and the Chairperson of the Board in writing, stating clearly and definitely the purpose(s) of such requests and the action(s) desired thereon. Failure to adhere to these standards shall be reason for the Board to reject the request for hearing.

Policy adopted: June 12, 2008.
Appendix A

Amended Agreement Creating ACES

Area Cooperative Educational Services

AGREEMENT entered into as of 25th day of September, 1997 by and between the undersigned Boards of Education, each of which is hereunto duly authorized,

WITNESSETH THAT

WHEREAS, the undersigned Boards of Education are required under the General Statutes of the State of Connecticut to provide services, programs and activities for the education of children within their respective towns or districts and,

WHEREAS, said Boards of Education desire to establish a cooperative arrangement for the performance of such duties as may be more efficiently or effectively carried out on a regional basis, as authorized by Section 10-66a of the General Statutes of the State of Connecticut as amended, and

WHEREAS, Area Cooperative Educational Services (hereinafter called "A.C.E.S." ) is a presently existing voluntary association of member Boards of Education engaged in activities similar in nature to those contemplated by said cooperative arrangement and is willing to continue said activities for the mutual benefit of the undersigned Boards of Education, and

WHEREAS, the said Boards of Education desire to qualify A.C.E.S. as a Regional Educational Service Center (hereinafter called "R.E.S.C.") , pursuant to Section 10-66a of the General Statutes of Connecticut, as amended,

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth; it is agreed that:
Article I - Purpose and Membership

1. The undersigned Boards of Education hereby designate and appoint Area Cooperative Educational Services as a Regional Educational Service Center to supervise and provide cooperative educational services as hereinafter set forth.

2. The previous governing agreement entered into between the undersigned Boards of Education as of July 1, 1972, which designated A.C.E.S. as the supervisory agency for certain cooperative educational programs is hereby terminated and canceled (except as hereinafter provided in Article IX, Paragraph 1A) it being the intent of this Agreement that it shall constitute the operative document creating and governing A.C.E.S.

3. A.C.E.S. shall be a public educational authority under the laws of the State of Connecticut. The members of the association shall be the undersigned Boards of Education, together with such other parties as may be from time to time admitted to membership as hereinafter set forth.

4. The purpose of A.C.E.S. shall be to furnish programs and services to the participating Boards of Education. To fulfill said purpose, A.C.E.S. shall have the following powers:

   A. To apply for, receive directly and expend on behalf of the member Boards of Education, which hereby designate A.C.E.S. their agent for said purposes, any State or Federal grants including but not limited to direct state reimbursement as provided in Section 10-76g of the Connecticut General Statutes, which may be allocated to school districts for specified programs, the supervision of which has been delegated to A.C.E.S.

   B. To receive and disburse funds appropriated to the use of A.C.E.S. by the member Boards of Education, the State or the United States, or given to A.C.E.S. by individuals or private corporations.

   C. To buy, sell, lease, exchange or accept by gift or bequest real or personal property. In actions to purchase or sell real property, a majority of the representatives of the member school districts of A.C.E.S. must be present and vote aye.

   D. To employ personnel and to retain the services of attorneys, appraisers and other consultants.

   E. To enter into contracts.
F. With respect to borrowing:
   i. All powers conferred by law upon R.E.S.C.s generally, or A.C.E.S. specifically;
   ii. To borrow money in anticipation of any payments to be made by any Board of Education or state or federal agency but not yet received;
   iii. To issue bonds, notes or other obligations (collectively, the "Bonds") and, notwithstanding any other provision of this Agreement, levy, assess and pledge any one or more specific, or all of A.C.E.S.'s real or personal property; grants, receipts, service fees or any other revenue or property of A.C.E.S. to pay for the debt service requirements of such Bonds, to pay for other funding requirements of the Bonds, and to pay for agreements providing for or entered into in connection with their issuance (including those set forth in section (iv)), and to secure the payment thereof
   iv. To establish, fund, and maintain reserves, sinking or other funds and to pledge such funds to the payment of Bonds, agreements providing or entered into in connection with the issuance of Bonds, including trust indentures, agreements concerning the operation and maintenance of the facility financed, agreements, including those described in section 7-369b of the general statutes, necessary or appropriate to issue bonds the interest paid pursuant to which is excluded from federal income taxation in accordance with federal law as the same may be amended, agreements concerning continuing disclosure as set forth in Public Act 95-270 of the Connecticut General Assembly and as applied to R.E.S.C.s or such other purpose determined to be advantageous or convenient to enhance the marketability of the Bonds or the proposed purpose to be financed.
   v. a. A working capital line of credit which is intended to meet working capital shortfalls, grant anticipation notes and other borrowings not intended as long term permanent financing shall be authorized by the approval of a majority of those voting at a Board meeting;
      b. Bonds which do not meet the requirements of ")"(a)" above shall be authorized at a Board meeting at which at least a majority of the Board representatives (or alternates) of the Member School Districts are present and a majority of those present vote for approval of the Bond authorization;
   vi. The resolution authorizing the issuance of the Bonds may delegate to any one or more A.C.E.S. officials or officers the authority to determine the specific revenue or property to access, levy and pledge to secure the Bonds, the terms of indentures of trust or other agreements entered into in connection with their issuance, the interest rate or discount or manner of determination thereof; their amortization, all other terms, details and particulars pertaining to the issuance, sale, security for payment thereof and all other matters, whether or not enumerated herein, which are necessary, convenient or desirable to secure the Bonds or enhance their marketability, and to enter into and sign contracts on behalf of A.C.E.S. in
respect thereof. Unless otherwise provided in the authorizing resolution the terms, conditions and details of the issuance, including those set forth in this section 4F(vi), shall be determined by a majority of the Chairman of the Board, Vice Chairman of the Board, Executive Director, and Fiscal Officer;

vii. No resolution authorizing the issuance of Bonds shall be adopted except upon notice of a meeting mailed to each representative (or alternate) not less than five (5) days prior to the Board meeting at which the resolution is to be enacted, provided that representatives (or alternates) who were not provided notice in accordance herewith may sign a waiver of notice. If all representatives (or alternates) who were not provided notice execute such waiver, the foregoing notice provisions shall not apply and the Bonds may be authorized and issued without such five (5) day notice;

viii. The provisions of this section shall be effective immediately upon adoption. Any Bonds authorized, issued, or agreements entered into, in accordance with the procedures of this section 4.F., including any agreement constituting a pledge of or lien on property or revenue of A.C.E.S., shall be valid and binding obligations of A.C.E.S. enforceable against it in accordance with the terms of such Bonds and agreements

G. To provide additional cooperative educational services to any or all member Board Education or other educational institutions, including parochial Schools, independent schools and colleges and universities, upon such terms and conditions as may approved by the Board of Directors pursuant to Article II herein.

H. To exercise any power or authority, and to engage in any act or activity, authorize law, including, but not limited to, the Connecticut General Statutes and Conned Public and Special Acts, as the same are amended from time to time.

I. In order that A.C.E.S. may apply for, receive and administer grants from the State or Fed governments for the benefit of the member Boards of Education, it is specifically agreed each undersigned member Board of Education will be responsible to the State government the use of State or Federal funds for those services and programs in which it participates, will also be responsible for return to the State Treasurer of any unused balances of funds where legally required or funds found owing to the State as the result of a proper and accepted a involving such member board.

J. No part of the earnings of A.C.E.S. may inure to the benefit of any private person or entity.
Article II - Governing Body - Meetings

The affairs of A.C.E.S. shall be governed by a Board of Directors (hereinafter the "Board"):

1. The Board shall consist of one representative appointed by each member Board of Education from its membership. The Board shall be the policy-making body for A.C.E.S. and approve all programs and services to be provided by A.C.E.S. and shall adopt the annual budget.

2. The term of office of each Board member shall be for one year, commencing on July 1. Each member Board of Education shall designate in writing, on or before June 1 of each year representative for the ensuing term. Any member Board of Education may remove representative to the Board during said representative's term by giving written notice to Secretary of the appointment of a new representative. Board members shall be eligible reappointment for additional terms.

3. In the event of a vacancy on the Board, whether by reason of resignation, death, disability any other cause, the member Board of Education whose position is thus vacant shall promptly appoint a replacement to serve for the remainder of the current term.

4. In the month of May in each year, the Board shall appoint three members, as needed, to Board to serve for a one-year term commencing on the following July 1 in an advisory capacity and without any voting rights. Said three additional members shall be representatives of: (1) parochial schools; (2) independent schools, and (3) colleges and universities, that are at time either using the services or facilities of A.C.E.S. or otherwise cooperating with programs of A.C.E.S.

Article III - Officers and Subcommittees

The following officers of the Board shall be elected at the July meeting of each year to take office meeting for a term of one year:

1. A Chairman, who shall preside over all regular and special meetings of the Board, and shall call special meetings of the Board, and who shall call Special meetings in his discretion or upon petition as set forth above.

2. A Vice-Chairman, who shall preside in the absence of the Chairman, and who shall assist Chairman in such manner as the Chairman shall direct.

3. A Fiscal Officer who shall have the authority to co-sign checks and financial documents as necessary.

4. The Board may appoint from time to time such subcommittees as it may deem necessary or appropriate. An Executive Committee of three or more Board members may be designated vote of a majority of all voting members of the Board. The Executive Committee, if there be one, shall have all of the authority of the Board between meetings of the Board, except that it shall not amend this Agreement, authorize the borrowing of money, or change the rate of compensation of any employee of A.C.E.S. The Executive Committee shall keep minutes of its proceedings and shall make such report thereof to the Board as the Board shall require.
Article IV - Executive Director

1. The administration of A.C.E.S. and its programs shall be delegated to an Executive Director who shall be employed upon such terms and conditions as the Board shall approve. The Executive Director shall be an ex-officio nonvoting member of the Board and subcommittees thereof. He shall also serve as Secretary and Treasurer of the Board.

2. The Executive Director shall have the authority to employ personnel and to negotiate the terms and conditions of their employment, subject to the confirmation by the Board and compliance with all applicable laws. The Board shall from time to time adopt job descriptions for personnel and personnel policies. The Executive Director shall have authority to sign checks and financial records and to enter into contracts as authorized by the Board on behalf of A.C.E.S.

Article V - Finances and Budget

1. The fiscal year of A.C.E.S. shall commence on July 1 of each year and end on the following June 30.

2. All officers and employees of A.C.E.S. responsible for the handling of funds shall be bonded in amounts satisfactory to the board.

3. An accounting system will be established and maintained in accordance with generally accepted accounting practices and all applicable State and Federal Regulations. The Board shall from time to time appoint a firm of Certified Public Accountants to serve at the pleasure of the Board as the auditor for A.C.E.S. An annual audit for the preceding fiscal year shall be made by the auditor in August of each year. Special audits shall also be made from time to time as required by applicable State, private or Federal programs, and shall conform to audit standards issued by the state Department of Education and the State Tax Department. Copies of special audits shall be filed with the appropriate granting authority. Copies of all audits will be made available to all Board members at the first regular meeting after the auditor's report is received. After such meeting, copies of the auditor's report will be mailed to each member Board of Education. Financial records will be kept on file at the office of A.C.E.S. for such periods as may be consistent with generally accepted accounting practices and all allowable State and Federal regulations.

4. The Executive Director shall be responsible for the preparation of a budget for the ensuing year, to be presented to the Board on or before March 1 of each year. Said budget will include the cost of operating each program for the fiscal year, estimated revenue from State and Federal grants, estimated revenue from the sale, rental or provision of educational materials and services, estimates of any projected revenue from other sources, and the proposed membership dues and fees to be charged to member Boards of Education and nonmember users of services and facilities, including interest of 1 % per month on payments of fees after such payments are more than 90 days in arrears.

5. On or before May 1 of each year, the Board shall adopt either the budget prepared by the Executive Director or an amended version thereof, and shall cause a copy thereof to be delivered to each member Board of Education.

6. On or before January 15 of each year the Executive Director shall prepare and submit to the Board a schedule of proposed fees for the services and facilities of A.C.E.S. for the
ensuing fiscal year to be paid by all member and nonmember users of such services and the proposed general membership dues to be paid by all member Boards of Education. The general membership dues shall be appropriated for general administrative services and overhead expenses, the development of new services, and the evaluation of programs provided for in Article X and shall be calculated for each member Board on the previous year's Average Daily Membership as that term is defined in Sec. 10-261, Connecticut General Statutes. The Board shall adopt the fee and dues schedule on or before March 15 and shall cause a copy of said fee and dues schedule to be delivered to all member Boards of Education and to such nonmembers as it shall determine.

7. Each undersigned member Board of Education agrees to pay its respective share of the cost of administration of A.C.E.S. as set forth in the approved membership dues schedule and to pay the proposed fees for services and programs in which it participates within 90 days of billing therefore or to pay interest of 1% per month thereafter until such fees are paid.

8. Prior to final budget approval each year, the Board shall review and evaluate all contracts, leases, insurance policies and other obligations of A.C.E.S.

Article VI - Agreements with Non members and for Additional Services - New Members

1. Nonmember Boards of Education and educational institutions may enter into written agreements with A.C.E.S. for the provision of services and facilities upon such terms and conditions as may be approved by the Board.

2. Subject to approval by the Board, and upon such terms and conditions as the Board may require, A.C.E.S. may provide services for two or more member Boards of Education pursuant to supplementary agreements between such member Boards of Education.

3. Any Board of Education not a party to this original Agreement may apply for membership at any time. Said application shall be in writing, together with evidence that the application and membership in A.C.E.S. have been duly authorized and such other information as the Board may require. The applying Board of Education shall become a member of A.C.E.S. upon the duly authorized execution by it of a written agreement containing its agreement to be bound by all of the terms and provisions of this Agreement and shall thereupon designate a representative to the Board.

Article VII - Cancellation of Membership and Dissolution

1. Any member Board of Education may withdraw from membership in A.C.E.S. as of the next fiscal year beginning July first, after prior written notice to all member Boards of Education at least six months before the start of the said fiscal year beginning July first. Upon notice of withdrawal by any member Board of Education, the Chairman shall appoint a subcommittee, composed of the withdrawing member's representative to the Committee and two other Board members, to prepare a plan for implementing the purchase of the withdrawing member's interest (as that term is defined in Article IX herein) in the property of A.C.E.S. Said plan shall be subject to approval by the Board and may provide for postponement of up to 4 years of the payment of the purchase price. The value of said interest in the property of A.C.E.S. shall be assessed on the effective date of cancellation and may not exceed said member Board's proportionate share of the
purchase price of A.C.E.S. property, as determined pursuant to Article IX herein. In the event the amount of the assessed purchase price exceeds $10,000, the Board may elect to pay said amount over a period of years not to exceed 4 years.

2. In the event that a withdrawal notice pursuant to Paragraph 1 above would, as of its effective date, reduce the remaining membership to less than four member Boards, then A.C.E.S. shall be dissolved effective on the June thirtieth following receipt by the member Boards of the said notice of withdrawal, subject to the provisions of Connecticut General Statutes.

3. In that event, the Board shall prepare a plan for implementing the return to each member of its interest as defined in Article VIII in the property of A.C.E.S. Said plan shall be subject to approval by the Board and any pledge of or lien on said property as authorized by A.C.E.S. Said plan may not provide for any person, firm, corporation, organization or association to receive any profit from or share of the property of A.C.E.S. or the proceeds therefrom.

Article VIII - Disposition of Assets

In connection with the dissolution of A.C.E.S., and after payment of its debts, its assets shall be distributed as follows:

1. Assets acquired under Federal grants shall, be assigned as prescribed under the Code of Federal Regulations. All other assets shall be assigned proportionally pursuant to the assessment method provided for in Article VIII herein. Said plan shall also provide for settlement of any obligations of A.C.E.S. and the transfer of the respective pro rata share of property or the respective pro rata share of proceeds thereof to each member Board of Education.

2. Nothing hereinbefore provided shall prevent a member Board of Education or a nonmember institution from loaning or leasing property to A.C.E.S. and retaining title to the same, nor shall the provisions of this Section affect any property the title to which is retained by any State or Federal agency.

Article IX - Valuation of Members' Interest in Assets of A.C.E.S.

1. All property of A.C.E.S. both real and personal, shall be held by A.C.E.S. for the beneficial interest of the member Boards of Education. Appropriate accounting procedures will be maintained to reflect each member Board of Education's interest in said property. The interest of each member Board of Education shall be determined as follows:

   A. For property acquired prior to July 1, 1972, each member Board of Education and nonmember institution that participated in A.C.E.S. prior to said date shall be entitled to an interest in said property in proportion to its actual contribution, in cash or otherwise, for the acquisition of said property. The auditor for A.C.E.S. shall prepare a schedule of said property and the interest of the member Boards of Education and nonmembers in the same as of July 1, 1972.

   B. For property acquired on or after July 1, 1972, the interest of each member Board of Education at any given time shall be computed on the basis of the ratio which
the total average daily membership of such member Board of Education since July 1, 1972, or the date of its membership in A.C.E.S. if membership commenced after July 1, 1992, bears to the total cumulative average daily membership of all member Boards of Education since July 1, 1972. For the purpose of permitting the above calculation of property interests, the auditors for A.C.E.S. shall develop and maintain an inventory of all property, other than supplies consumed in the normal course of business, originally costing $100.00 or more, together with schedules for the depreciation of the same.

Article X - Annual Evaluation

The Board shall annually, following the close of the school year, furnish to each member Board of Education an evaluation of the programs and services provided by the Board of Directors.

Article XI - Amendments

This Agreement may be amended by the written agreement of all member Boards of Education. No such amendment shall contravene the requirements of any Federal statute or regulation. All amendments shall be filed immediately with the State Board of Education.

Membership rights under this Agreement may not be assigned. Each member Board of Education shall be bound by all of the terms and provisions of this Agreement until the effective date of withdrawal of said member Board of Education or the effective date of dissolution of A.C.E.S. as hereinbefore provided.

IN WITNESS WHEREOF, the undersigned Board of Education have caused this Agreement and one or more counterparts to be executed by their duly authorized agents and a certified copy of the resolution authorizing execution of this Agreement and membership in A.C.E.S. in accordance with the terms of this Agreement to be attached to the original copy hereof, as of the date first above written.

_________________________________________  _______________________________________
Executive Director, ACES  Date

_________________________________________  _______________________________________
Authorized Signature District  Date
Appendix B – RESC Enabling Legislation

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Sec. 10-66a. Establishment

A regional educational service center may be established in any regional state planning area designated in accordance with section 16a-4a upon approval by the State Board of Education of a plan of organization and operation submitted by four or more boards of education for the purpose of cooperative action to furnish programs and services. Except where the pupil population is over fifty thousand in a given planning area, only one regional educational service center may be established in such area. In no case shall there be more than two educational service centers in any such area and in no case shall a board of education be a member of more than one regional educational service center. If, after the establishment of a regional educational service center, boards of education vote to withdraw so that fewer than four such boards are members or the State Board of Education denies continued approval pursuant to section 10-66h, the center shall cease to exist at the end of the subsequent fiscal year.

(1972, P.A. 117, S. 1; P.A. 78-218, S. 49; 78-295, S. 1, 9; P.A. 79-631, S. 48, 111; P.A. 80-154, S. 1, 5.)

History: P.A. 78-218 substituted "local" for "town" boards of education and deleted phrase designating August 1, 1972 as commencement date for establishing centers; P.A. 78-295 substituted "member" for "participating" boards, substituted Sec. "16a-4a" for "4-124b", required submission of plan of organization and operation for state board's approval before establishment of center, prohibited membership of board of education in more than one center and provided for dissolution of center if state board denies continued approval; P.A. 79-631 and P.A. 80-154 made technical changes.

Sec. 10-66b. Operation and management

Board. The operation and management of any regional educational service center shall be the responsibility of the board of such center to be composed of at least one member from each participating board of education, selected by such board of education. The board of the regional educational service center may designate from its membership an executive board which shall have such powers as the board of the regional educational service center may delegate and which are consistent with this part. The term of office of members of the board of the regional educational service center shall not exceed four years. Members of the board of the regional educational service center shall receive no compensation for services rendered as such, but may be reimbursed for necessary expenses in the course of their duties. The director of the regional educational service center shall serve as the executive agent of the board of the regional educational service center.

(1972, P.A. 117, S. 2; P.A. 80-154, S. 2, 5; P.A. 94-245, S. 10, 46.)

History: P.A. 80-154 added provision concerning membership of regional board when participating boards of education are responsible for students who attend E.O. Smith School; P.A. 94-245 deleted obsolete language which had required that the board of certain regional educational service centers include member designated by the board of trustees of The University of Connecticut, effective June 2, 1994.
Sec. 10-66c. Powers of board of center

A regional educational service center shall be a body corporate and politic. The board of a regional educational service center shall be a public educational authority acting on behalf of the state of Connecticut and shall have the power to sue and be sued, to receive and disburse private funds and such prepaid and reimbursed federal, state and local funds as each member board of education may authorize on its own behalf, to employ personnel, to enter into contracts, to purchase, receive, hold and convey real and personal property and otherwise to provide the programs, services and activities agreed upon by the member boards of education. The board of a regional educational service center shall have authority, within the limits prescribed by this part and as specified by the written agreement of the member boards, to establish policies for the regional educational service center, to determine the programs and services to be provided, to employ staff including a director of the center, to prepare and expend the budget and, within the limits authorized under this section, to provide for the financing of the programs and projects of the regional educational service center. (b) For the purpose of carrying out or administering a regional educational service center project, program or other function authorized under this section or refinancing existing indebtedness or funding debt service reserve or project reserve funds, a regional educational service center may, without limiting its authority under other provisions of law, borrow temporarily in anticipation of receipt of current revenues and issue bonds, notes or other obligations payable from or secured by any one or more of the following:

a. A pledge, lien, mortgage or other security interest in any or all of the income, proceeds, revenues and property, real or personal, of its projects, assets, programs or other functions, including the proceeds of grants, loans, advances, guarantees or contributions from the federal government, state or any other source; or
b. A pledge, lien, mortgage or other security interest in the property, real or personal, of projects to be financed by the bonds, notes or other obligations.

c. Bonds, notes or other obligations issued under this section may be issued in one or more series, shall bear such date or dates, be in such form, mature at such time or times, be payable at such place or places whether within the state or without, bear interest at such rate or rates, be in such denominations and form, with coupons attached, or registered, be fully negotiable, contain such conversion and redemption provisions, such other terms, covenants and conditions and be issued and sold in such manner as the regional educational service center, by resolution of the board of such center, determines, and may be payable at such time or times not exceeding twenty years from the date of issuance. Such bonds, notes or other obligations shall not constitute an indebtedness within the meaning of any debt limitation or restrictions and shall not be obligations of the state of Connecticut or any municipality, and each such bond, note or other obligation shall so state on its face. Neither the officers or members of the board of any regional educational service center nor any person executing the bond, note or other obligations shall be personally liable thereon by reason of the issuance thereof.

d. A regional educational service center may issue notes in anticipation of the receipt of proceeds from the sale of such bonds. If such notes are issued, the provisions of sections 7-378 and 7-378a, relating to the terms and conditions of issuing and renewing such notes, shall apply.
e. Each pledge, agreement or assignment made for the benefit or security of any bonds, notes or other obligations issued under this section shall be in effect until the principal and interest on the bonds, notes or other obligations for the benefit of which the same were made have been fully paid, or until provision is made for the payment in the manner provided in the resolution or resolutions authorizing their issuance. Any pledge or assignment made in respect of such bonds, notes or other obligations secured thereby shall be valid and binding from the time when the pledge or assignment is made; any income, proceeds, revenues or property so pledged or assigned and thereafter received by the regional educational service center shall immediately be subject to the lien of such pledge, without any physical delivery thereof or further act; and the lien of any such pledge or assignment shall be valid and binding as against parties having claims of any kind in tort, contract or otherwise against the regional educational service center, irrespective of whether such parties have notice thereof. Neither the resolution, trust indenture, agreement, assignment or other instrument by which a pledge is created need be recorded or filed, except for the recording of any mortgage or lien on real property or on any interest in real property.

f. A regional educational service center may enter into contractual agreements, including trust indentures or agreements with trustees, for the collection, investment and payment of pledged or assigned income, proceeds, revenues or property, the establishment of reserves, covenants and agreements for the benefit of the trustee or the holders of any bonds, notes or other obligations, and such other terms and conditions which are reasonable to delineate the respective rights, duties, safeguards, responsibilities and liabilities of the regional educational service center, holders of bonds, notes or other obligations and the trustee or assignee. Any such agreement may provide for the pledge or assigning of any assets or income from assets to which or in which the center has rights or interest, the vesting in such trustee or trustees of such property, rights, powers and duties in trust as the center may determine, which may include any or all of the property, rights, powers and duties of any trustee appointed by the holders of any bonds, notes or other obligations, or limiting or restricting the rights of any holder of any bonds, notes or other obligations, or limiting or abrogating the right of the holders of any bonds, notes or other obligations to appoint a trustee, or limiting the rights, powers and duties of such trustee, and may further provide for such other rights and remedies exercisable by the trustee as may be proper for the protection of the holders of any bonds, notes or other obligations and not otherwise in violation of law, including the acceleration of payment in the event of a default.

g. Any regional educational service center may obtain from a commercial bank or insurance company authorized to do business within or without this state a letter of credit, line of credit or other credit or liquidity facility, for the purpose of providing funds for the payment of such bonds, notes or other obligations required by their terms or by the holder thereof to be redeemed or repurchased at or prior to maturity or for providing additional security for such bonds, notes or other obligations. In connection therewith, a regional educational service center may authorize the execution of reimbursement agreements, remarketing agreements, standby bond purchase agreements, agreements for the purpose of moderating interest rate fluctuations and any other necessary or appropriate agreements. If a regional educational service center is required to draw upon any such credit facility, the amount of each loan made pursuant to such credit facility shall be
repaid by the center as provided in such agreement with the provider of the credit facility, but no later than the last date on which the bond, notes or other obligations secured thereby would be required to mature by law. Such regional educational service center may pledge or assign or mortgage any of its income, proceeds, revenues or properties authorized by this section to secure its bonds, notes or other obligations to secure its payment obligations under any agreement entered into pursuant to this section.

h. Bonds, notes or other obligations issued by a regional educational service center under the provisions of this section are hereby made securities in which all public officers and public bodies of the state and its political subdivisions, all insurance companies, credit unions, building and loan associations, investment companies, savings banks, banking associations, trust companies, executors, administrators, trustees and other fiduciaries and pension, profit-sharing and retirement funds may properly and legally invest funds, including capital in their control or belonging to them. Such bonds are hereby made securities which may properly and legally be deposited with and received by any state or municipal officer or any agency or municipality of the state for any purpose for which the deposit of bonds or obligations of the state is now or may hereafter be authorized by law.

(1972, P.A. 117, S. 3; P.A. 75-431; P.A. 78-77, S. 1, 2; 78-295, S. 2, 9; P.A. 80-154, S. 3, 5; P.A. 87-460, S. 1, 2; P.A. 95-259, S. 29, 32.)

History: P.A. 75-431 allowed regional center boards to be eligible to receive direct reimbursement in accordance with Sec. 10-76g; P.A. 78-77 gave boards power to borrow temporarily in anticipation of payments to be received; P.A. 78-295 substituted "member" for "participating" boards, declared boards to be corporate bodies, permitted acceptance of private funds, permitted purchase etc. of personal as well as real property and deleted reference to eligibility for direct reimbursement; P.A. 80-154 deleted provision concerning supply of programs, services etc. to nonpublic schools within center's geographical area; P.A. 87-460 provided that a regional educational service center be a body politic and that its board be acting on behalf of the state, added new Subsecs. (b) to (d), inclusive, re the power to issue bonds, notes or other obligations and designated Subsec. (a) accordingly and made a technical change; P.A. 95-259 amended Subsec. (b) to expand the reasons for which a service center may borrow or issue bonds and to add in Subdiv. (1) "assets, programs or other functions" and added Subsecs. (e) to (h), inclusive, effective July 6, 1995.

Sec. 10-66d. Participation by boards of education and nonpublic schools

Each board of education and nonpublic school in the area served by a regional educational service center may determine the particular programs and services in which it wishes to participate in accordance with the purpose of this part.

(1972, P.A. 117, S. 4.)
Sec. 10-66e. Payment of expenses

The necessary administrative and overhead expenditures as determined by the board of the regional educational service center shall be shared jointly by the participating boards of education. In addition any participating board of education and nonpublic school shall be required to pay a prorated share of the costs of any program or service to which it subscribes. Any commitment made by a participating board of education or nonpublic school with a board of a regional educational service center in accordance with any provision of this part shall constitute a valid obligation within its appropriated or other available funds.

(1972, P.A. 117, S. 5.)

Sec. 10-66f. Participation in programs of other centers

Joint action by centers. No provision of this part shall limit a board of education from purchasing a program or service from another regional educational service center, provided such program or service is not available from the center of which such board is a member, or from otherwise entering into an agreement with another board or boards of education to secure such program or service jointly. Any two or more regional educational service centers may join together to provide certain programs or services upon approval by the boards of the regional educational service centers involved.

(1972, P.A. 117, S. 6; P.A. 78-295, S. 3, 9.)

History: P.A. 78-295 allowed boards to purchase program or service from centers in which they are not members only if program or service is unavailable from center in which they are members.

Sec. 10-66g. Budget and projected revenues statement

Annual audit. Each board of a regional educational service center shall submit a yearly budget and projected revenue statement to each member board of education and to the State Board of Education. The accounts and financial records of all boards of regional educational service centers shall be audited annually in the same manner as the accounts of local or regional boards of education and copies provided to each member board of education and to the State Board of Education.

(1972, P.A. 117, S. 7; P.A. 78-218, S. 50; 78-295, S. 4, 9.)

History: P.A. 78-218 substituted "local" for "town" boards of education; P.A. 78-295 substituted "member" for "participating" boards, "local" for "town" boards and required submission of budget and revenue statement to state board of education as well as to other member boards.
Sec. 10-66h. Annual evaluation of programs and services

The board of a regional educational service center shall annually, following the close of the school year, furnish to each member board of education and the State Board of Education an evaluation of the programs and services provided by the board of the regional educational service center. The State Board of Education shall evaluate not more than once every five years the programs and services provided by the board of each center for the purpose of its continued approval pursuant to section 10-66a.


History: P.A. 78-295 substituted "member" for "participating" boards, required that evaluations be submitted to state board of education as well as other members and required state board to evaluate programs and services biennially; P.A. 86-333 substituted triennial for biennial evaluations of programs and services by the state board of education; P.A. 93-353 changed the time frame for evaluations from triennially to not more than once every five years, effective July 1, 1993.

Sec. 10-66i. Applicability of statutes

Receipt of payments. All state statutes concerning education, including provisions for eligibility for state aid and the payment of grants in accordance with the provisions of sections 10-286d, 10-287h and 10-288 with respect to bonds, notes or other obligations issued by a regional educational service center to finance building projects approved by the Commissioner of Education, shall apply to the operation of regional educational service centers. Notwithstanding the provisions of any other section of the general statutes, the board of a center shall be eligible to receive direct payment pursuant to the provisions of section 10-76g.


History: P.A. 78-218 deleted words "town or regional" describing boards of education; P.A. 78-295 deleted former provision empowering board to receive prior payments and reimbursement funds if authorized to do so by participants and added provision for eligibility to receive direct reimbursement pursuant to Sec. 10-76g; P.A. 79-128 substituted "payment" for "reimbursement"; P.A. 88-360 added references to the payment of grants pursuant to Secs. 10-286d, 10-287h and 10-288 with respect to bonds, notes or other obligations issued by a regional educational service center to finance building projects. Cited. 187 C. 187, 190. Cited. 195 C. 24, 26, 27, 29, 31, 34, 35, 38.
Sec. 10-66j. Regulations.

Annual grants:

a. The State Board of Education shall encourage the formation of a state-wide system of regional educational service centers and shall adopt regulations with respect to standards for review and approval of regional education service centers in accordance with sections 10-66a and 10-66h.

b. The board of a regional educational service center may annually apply to the State Board of Education for and shall thereafter receive a grant in the amount of eighty-five thousand dollars.

c. If in any fiscal year, the funds appropriated for purposes of sections 10-66a, 10-66c, 10-66f to 10-66i, inclusive, 10-66m and this section the applicant board of a regional educational service center shall receive an additional grant in an amount equal to the product obtained by multiplying the appropriation available for the purpose of this subsection by the ratio which the sum of state aid pursuant to section 10-262h for member boards of education of the center bears to the sum of such state aid for all such boards state-wide. Each regional educational service center shall annually expend any funds appropriated in excess of three hundred twenty-five thousand dollars under this subsection to assist local and regional boards of education in implementing the educational goals and objectives specifically identified by the State Board of Education.

d. For the fiscal year ending June 30, 1996, and for each fiscal year thereafter, each regional educational service center shall be entitled to a grant in the following amount: CREC 263,762 EDUCATION CONNECTION-> 90,000 CES 209,393 ACES 219,292 LEARN 81,623 EASTCONN 299,161

(1972, P.A.117, S.10; P.A.78-295, S.7, 9; P.A.83-554, S.1, 2; P.A.84-475, S.1, 3; P.A.85-377, S.1, 13; 85-520, S.1, 3; P.A. 86-301, S.1, 2; P.A.87-327, S.1, 2; P.A.88-358, S.6, 9; P.A.89-124, S.1, 13; June Sp. Sess. P.A. 91-7, S.3, 22; P.A.95-226, S.8, 30; P.A.96-244, S.8, 63.)

History: P.A. 78-295 made reference to state-wide system, required state board to adopt resolutions for review and approval of centers and added Subsecs. (b) and (c) re appropriations and disbursement of surplus appropriations;
P.A. 83-554 amended Subsec. (b) allowing, for the fiscal year ending June 30, 1984, for a grant payment of fifty-six thousand dollars and amended Subsec. (c) directing that any funds appropriated in excess of three hundred twenty-five thousand dollars be expended in implementing educational goals and objectives identified by the state board of education;
P.A. 84-475 added new Subsec. (d) re competitive state grants to encourage innovative or exemplary programs;
P.A. 85-377 substituted commissioner of education for state board in Subsec. (d);
P.A. 85-520 increased amount of annual grant from fifty to seventy thousand dollars and eliminated former Subsec. (d) re competitive grants for innovative or exemplary programs;
P.A. 86-301 amended Subsec. (b) to increase grant amount from seventy thousand to seventy-five thousand dollars;
P.A. 87-327 amended Subsec. (b) to increase grant amount from seventy-five to eighty-five thousand dollars; P.A. 88-358 added new Subsec. (d) re listing of grants to regional
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educational service centers;
P.A. 89-124 amended Subsec. (c) to substitute state aid pursuant to Sec. 10-262h for proportionate shares as determined in accordance with Sec. 10-262c which was repealed by Sec. 8 of public act 88-358 and made technical changes; June Sp. Sess. 91-7 amended Subsec. (d) to change the amount of the grants;
P.A. 95-226 amended Subsec. (d) to authorize grant to RESCUE, effective July 1, 1995;
P.A. 96-244 substituted "EDUCATION CONNECTION" for "RESCUE" in Subsec. (d), effective July 1, 1996.

Sec. 10-66k. Revocation of participation; effect on pledge for security of bonds.

Existence of center and repayment of obligations. (a) Any participating member of a board of a regional educational service center may revoke such participation by giving notice to such board of its intention to terminate its participation at least six months prior to the start of the fiscal year beginning July first. (b) Notwithstanding the provisions of subsection (a) of this section and section 10-66a, no withdrawal or termination of participation by any member board of education shall affect any pledge, agreement, assignment or mortgage of any income, revenue, proceeds or property of a regional educational service center made for the benefit or security of any bonds, notes or other obligations or any repayment obligations under any credit or liquidity facility provided pursuant to this chapter. (c) Notwithstanding any provision of the general statutes, no regional educational service center shall cease to exist until such time as payment or provision for payment of all such center's outstanding bonds, notes or other obligations, including any outstanding repayment obligations under any credit or liquidity facility, is made.

(1972, P.A. 117, S. 11; P.A. 95-259, S. 30, 32.)

History: P.A. 95-259 made the existing section Subsec. (a) and added Subsec. (b) re withdrawal or termination of participation and Subsec. (c) re limitation on when service center can cease to exist, effective July 6, 1995.

Sec. 10-66l. Boards of education may join center within or outside area

Boards of education within an area may join any regional educational service center established therein. Boards of education outside the area in which the center is located may join the center upon approval of a majority of the boards which are members of the center at the time the application to join is filed with the center.

(1972, P.A. 117, S. 12.)

Sec. 10-66m. Other cooperative agreements not affected

No provisions of sections 10-66a to 10-66l, inclusive, shall be construed to affect cooperative arrangements by boards of education under section 10-76e or section 10-158a.

(P.A. 78-295, S. 8, 9.)
Sec. 10-66n. Grants for identifying and disseminating information re exemplary classroom projects.

a. The state Department of Education shall establish a grant program in each fiscal year in which funds are appropriated to identify and disseminate information regarding exemplary classroom projects.

b. Regional educational service centers may apply for grants under this section at such time and on such forms as the Commissioner of Education prescribes. The grants shall be used to identify exemplary classroom projects in the local and regional schools within their respective districts and disseminate information state-wide regarding the identified projects.

c. Within the availability of funds, the amount to which each regional educational service center shall be entitled in each fiscal year shall be determined by multiplying the total amount appropriated for such fiscal year by the ratio of the number of full-time equivalent staff members, certified pursuant to section 10-145, in each region, to the total number of such certified staff members in the state. If the commissioner finds that any such grant is being used for purposes which are not in conformity with the purposes of this section, the commissioner may require repayment of the grant to the state.

d. Each regional educational service center shall prepare a financial statement of expenditures and an annual project report. The report shall describe project activities and the degree to which the project met its goals and objectives. Such financial statements and reports shall be submitted to the department on or before September first of the fiscal year immediately following each fiscal year in which the regional educational service center participates in the grant program. Not later than January 15, 1989, the State Board of Education shall report to the committee of the General Assembly having cognizance of matters relating to education concerning the operation and effectiveness of the programs funded under this section.

(May Sp. Sess. P.A. 86-1, S. 34, 58.)

Secs. 10-66o to 10-66z. Reserved for future use.