
New Canaan Board of Education Policies
(See Index p.233)

Last Update: October 2015

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COMMUNITY RELATIONS 1100

1100 BOARD OF EDUCATION MEETINGS

Both Regular and Special meetings of the Board of Education are open to the public and to representatives of the press except that, by law, a part of any meeting may be designated an Executive Session.

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all Regular and Special meetings of the Board of Education is made to the Town Clerk by January 31 of each year and updated regularly, and through the posting of the agenda in the office of the Board of Education, and directly to citizens and community and professional organizations who specifically request such notification in writing.

A reasonable charge shall be made for those persons or organizations requesting advance announcement of meetings. Any person who or organization that applies in writing will receive a plain or certified copy of any public record of the Board of Education. A fee, not to exceed \$.25 per page, will be established (or, in the case of a printout or transcription, the fee shall not exceed the cost to the Board).

(Legal Reference: Ct. General Statutes: 1-21h, 1-21c)

COMMUNITY RELATIONS 1110

1110 RECORDING, BROADCASTING OR PHOTOGRAPHING OF
ACTIVITIES IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS

The school system shall permit the electronic recording, broadcasting or photographing of activities on or in school facilities under the following conditions:

Board of Education Meetings: Recording, broadcasting or photographing shall be permitted at the meetings as long as these activities do not interfere with the activities of the Board of Education. Rules governing these activities will be discussed in advance by the chairperson of the Board of Education or his/her designee.

School sponsored programs and school activities held within school buildings or on school grounds: Requests to record or photograph activities held within school (e.g., taking pictures at graduation) shall be allowed unless they are judged by the superintendent or his/her designee to:

Disrupt the school program or school discipline.

Invade the privacy of students, employees, or other citizens making use of the schools, or which use these groups as a captive audience for special interests not compatible with the interests of the public school system.

Endanger the safety of people within the buildings or on school grounds.

Be used for commercial purposes.

Requests for non-school sponsored activities or projects held within school buildings or on school grounds must be approved in advance, in writing, by the Superintendent of Schools.

(Legal Reference: CT General Statutes 1-21a)

BOE Committee: 10/13/92

BOE Approved: 07/19/93

COMMUNITY RELATIONS 1200

1200 DISTRIBUTION OF INFORMATION TO STUDENTS

Subject to the approval of the Superintendent, information about the activities of local non-profit, civic, and governmental services may be distributed to students in the schools.

No privately sponsored commercial, political, or religious information is to be distributed to students in the schools, without prior approval of the Superintendent.

BOE Committee 10/13/92

BOE Approved 07/19/93

1210 PUBLIC COMPLAINTS ABOUT CONDUCT OF SCHOOLS

Constructive criticism of the schools is welcome through whatever medium on the assumption that it is motivated by a sincere desire to improve the quality of the educational program and to equip the schools to perform their task more effectively.

Persons making complaints about the schools shall be referred to the most immediate level at which the problems can be resolved and, as necessary, through lines of organization to the Superintendent of Schools. Anonymous complaints will not be considered since such complaints cannot be appropriately reviewed. Persons wishing to remain anonymous should be informed of this fact.

When Board members are approached directly by persons with concerns or complaints, they should direct the complainant to meet with the individual at the most immediate level, be it teacher, principal or other staff member, preferably face to face at a scheduled meeting.

PROCEDURES

Specific complaints about the conduct of the schools may originate with school personnel, students, parents, and other citizens. Such complaints should be taken first to the staff member involved; if not resolved, the complainant may then seek review through successive administrative levels to the Superintendent. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the Superintendent for study and possible resolution through the review process outlined above.

If a complaint is not resolved by the Superintendent, the complainant may make a written request that the Board of Education review the matter. The Superintendent shall transmit this request to the Board, along with his or her recommendation on whether the Board should hear the complaint. If the Board decides to hear the complaint, it shall schedule an informal hearing process and notify the complainant and the Superintendent of the date and time of any such informal hearing. The Board retains sole discretion as to whether to permit witnesses and how much time is to be allowed to the complainant in any such informal hearing. If a specific employee is involved, that employee shall be advised of the nature of the complaint and shall be given an opportunity for explanation, comment and presentation of the facts from his or her perspective. Given that the Superintendent is responsible for supervising staff, the Board will generally decline to hear specific complaints concerning school personnel.

BOE Approved: 6/15/92

Revised: 7/15/96

Approved by BOE: 9/03/96

1220 EXCELLENCE AND CONTINUOUS IMPROVEMENT

The Board of Education and all school system employees shall demonstrate in all aspects of their work a commitment to excellence and continuous improvement.

Excellence shall be defined as being the best at meeting the requirements of the school system's stakeholders, including the Board of Education, students, parents, faculty, school administrators, town officials, and residents of New Canaan. Stakeholder will be the key evaluators of the school system's performance.

The Superintendent shall have primary responsibility for the effective and efficient implementation of this policy. The Board of Education shall create conditions to enable the administration to provide the leadership management and resources necessary to carry out this policy.

The school system shall systematically and continuously strive for improvement in all of its processes, programs and services. It shall use the best available principles, concepts and techniques to:

- insure the quality of its processes, programs and services
- regularly, objectively, and consistently determine stakeholder requirements and expectation
- measure stakeholder satisfaction
- identify problems and opportunities for improvement
- develop and execute actions to solve problems

BOE Approved 10/18/93

1300 PUBLIC DONATIONS TO SCHOOLS

The Board of Education may accept from civic organizations, businesses, and individuals gifts of school equipment, supplies, and services along with cash, items of monetary value, and/or title to property, consistent with the following guidelines:

1. Donations will serve to enhance, reinforce or extend the work of the schools and will not restrict any school program.
2. The gift will not bring undesirable or hidden costs to the school system. Specifically, the gift cannot start a program for which the Board of Education does not wish to be responsible for financially when the gift is exhausted.
3. The gift is from a donor identified to the Superintendent and the Board of Education and will not imply endorsement of any business or product.
4. The donor may specify the purpose for which the donation is proposed. It is the intent of this policy to honor a request that a particular donation be used at a particular school. However, it is understood that such donations shall not be used to influence the Board's control of the educational program or to detract in any way from the Board's responsibility to determine appropriate program support.
5. A summary list of donations contributed for school use shall be reported, prior to the start of the next school year, to the Board of Education by the Superintendent's office.

Donations to a Particular School

1. If a donation is proposed, the principal shall notify the Superintendent of the nature, terms and conditions of the donation. Acceptance of a donation is within the authority of the principal, if the gift is consistent with the policy and administrative guidelines and is not in excess of \$5,000.
 2. Donations to a particular school, other than by a PTC/PFA, in excess of \$5000 will be reviewed and approved by the Board of Education prior to acceptance.
 3. In the event of significant changes in the nature of the needs of the school, the reorganization of grades, or the closing of a school, a donation intended for one school may be used at another school or location.
 4. Donations to an individual school may not be restricted by the donor to a specific program, class or teacher within the school. While the donor may express a preference, the use of the donation will be at the principal's discretion.
 5. Individuals, PTCs/PFAs, or other organizations who wish to donate cash for a specific school or purpose may do so through the approved, audited accounts of the school system designated by the Business Manager. The principal of a building may order services,

equipment or other items on behalf of a donor and present the bill to the donor for payment by the donor to the supplier.

Donations of Equipment, Supplies

1. Consistent with Board policy, any and all equipment and/or supplies to be donated must be reviewed by the Superintendent or his designee to determine its acceptability in regard to: safety; compatibility with existing equipment, programs and/or materials; installation costs and maintenance costs, and general impact upon the curriculum.
2. Equipment and/or supplies donated to the New Canaan School System become the property of the New Canaan School System and are subject to the same controls and regulations that govern the use of any school owned property.

Donations for System Wide Purposes

1. Upon receiving an offer for a donation to the school system, the Superintendent shall determine, by consultation with appropriate members of the staff, that the gift will be useful to the school system.
2. All cash donations intended for a general system-wide purpose must be handled through the Business Manager of the school system. Cash or property donations for the purpose of scholarships and/or educational purposes for teachers and students are encouraged.

BOE Committee 11/2/92

BOE Approve 07/19/93

1305 GIFTS TO SCHOOL PERSONNEL

Gifts to School Personnel

The New Canaan Public Schools (NCPS) recognize that students, parents, and others may wish to give gifts to school district employees or Board members from time to time. However, the members of the Board of Education and its employees wish to avoid any conflict or appearance of conflict between their personal interests and the interests of the school district in working with:

- Families receiving or seeking services from the school district
- Organizations or individuals doing or seeking to do business with the school district
- Suppliers/Contractors

Gifts from Suppliers and/or Contractors

So as to avoid even the appearance of impropriety, the Board of Education prohibits suppliers and contractors from giving gifts, meals, travel, or entertainment to any individual employed by the NCPS or serving on its Board of Education with a total value of more than \$50 in any given 12 month period.

Gifts to Board Members or Employees

No Board member or employee shall directly or indirectly solicit any gift. No Board member or employee shall accept or receive gift(s) having a total value of more than \$50 in any twelve month period from any individual or family, including but not limited to money, services, loans, travel, entertainment, hospitality, or other tangible goods, 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 or performance of his/her duties.

Gifts from Individual Students and/or their Families to Staff

The Board recognizes that its employees work very hard and very effectively as part of their jobs. Consequently, parents and students often wish to express appreciation to members of the staff for their work. The Board encourages symbolic gifts such as photos, personal notes, student art work, etc. These are most appropriate and have enduring value. Individual gifts with a monetary value of more than \$50 are not permitted as they create the appearance of intending to influence or reward employees for performing their duties and/or giving special treatment to students whose families provide gifts.

Group Gifts

There are also occasions where parents solicit money for group gifts. These may be from an entire class to the teacher of that class or it may be a gift from a group involved in a special activity to the staff member leading that activity. Collective gifts should not be given more

than twice a year to any individual employee and together should not have a total monetary value greater than \$300. No individual contribution should exceed \$20. Cash gifts are never appropriate.

Ability to Contribute

All children and families are not economically able to contribute on a comparable basis and could be put in an embarrassing situation if the values above were set at higher levels. Staff and parents should be sensitive to these issues and make sure that there is no pressure on any child or family. For these reasons, staff members are also instructed to decline gifts where it is reasonable to assume they exceed the value stated above.

Exceptions

The Superintendent, at his or her sole discretion, may approve exceptions to this policy under unusual or special circumstances (e.g. a retirement gift). Requests should be made at least three weeks prior to the intended presentation of the gift.

Effective Date and Annual Review

This policy shall take effect on July 1, 2008. It shall be reviewed annually by the administration. This policy will also be communicated annually to all employees of the New Canaan Public Schools.

Violations

Should an alleged violation of this policy become known, it should be reported to the principal at the school where the violation is supposed to have occurred or to the Superintendent of Schools if the violation supposedly occurred at Central Office or concerns a school principal.

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

To BOE 2/4/08 (1st read)

Approved 2/25/08 (2nd read w/revisions)

1310 VISITORS TO SCHOOLS

See also: #3517 Security of Visitors and Grounds

Visitors to all schools shall be instructed by signs on or near all doors to report to the school office to sign in before proceeding through the building. Everyone entering a school is considered a visitor except teachers and students assigned to that school and school system administrators.

BOE Committee 10/13/92

BOE Approved 07/19/93

 COMMUNITY RELATIONS 1400

 1400 THE USE OF SCHOOL FACILITIES

Notes: in this policy "School Facilities" are defined as all BOE/school buildings, grounds, equipment and parking lots; Dunning Field use is covered in Policies 1420-A and 1440.

A. CLASSIFICATION OF GROUPS

The groups identified below are examples; groups not listed will be classified by Superintendent or designee.

CATEGORY I: NCPS Users, NCPS Related Users, and New Canaan Town Users

- a) NCPS Users: NCPS student activities, organizations, student clubs, interscholastic programs (must be 501 © (3) and recognized by FCIAC and/or CIAC), and the New Canaan Enrichment and Extension Programs (including the Summer School and Extended School Year programs)
- b) NCPS Related Users: PTC/PFAs, official parent support groups affiliated with students, school teams and clubs, and recognized New Canaan-based parent advocate groups, such as New Canaan Cares.
- c) New Canaan Town Users: Town boards, commissions, committees, Lapham Community Center, Town Departments (e.g. Health, Planning & Zoning, etc.) and the New Canaan Library.
- d) Others: for state/national professional or educational organizations; or for other groups serving the New Canaan public interest (e.g. Girl Scouts and Boy Scouts); or for elected officials holding public meetings, the Superintendent or designee may place said groups into Category I-b or c, and waive or reduce fees.

CATEGORY II: New Canaan-based Non-Profit Community 501 © (3) Groups.

- a) New Canaan non-profit service organizations that primarily serve New Canaan, including, for example, the New Canaan Community Foundation, Rotary, Kiwanis, Masons, New Canaan Woman's Club, New Canaan Young Women's League, Veterans' groups, Nursing and Home Care.
- b) New Canaan political, religious and ecumenical groups. Said groups, depending on the nature of the activity, e.g. summer camps or on-going programs for which fees are charged, may be classified as Category III for fee purposes.
- c) New Canaan non-profit youth serving groups (in this policy youth refers to individuals less than 21 years of age), such as the New Canaan youth sports programs: Baseball, Basketball, Soccer, Lacrosse, Football, and Field Hockey.

CATEGORY III: Private Non-Profit Educational, Recreational, Cultural, Social or Athletic Groups as defined by the IRS as a 501 © (3) organization; and for-profit groups benefiting

New Canaan youth, as defined in For-Profits Groups below, may be placed in Category III at the discretion of the Superintendent or designee.

- a) **Private Non-Profit Groups:** Includes users such as private schools, private nursery schools, dance academies, drama groups, music groups, and children's activity programs. For New Canaan based organizations at least 60% of the members or participants must be New Canaan residents. For non-New Canaan based organizations, at least 75% of the members or participants must be New Canaan residents. NOTE - this classification is not limited to youths.
- b) **For-Profit Groups:** For said group's events and activities where said events and activities have a primarily educational, recreational, cultural, or social nature to them and at least 70% of the participants are New Canaan youths. Fund raising activities for said events and activities are not included in this exemption.

CATEGORY IV: Other users, including for-profit users. When requested by potential users, the Superintendent or designee may permit use of school facilities. In said cases the Superintendent or designee shall judge said requests individually for their appropriateness and reasonableness for use of school facilities.

B. USAGE CHARGES:

Standard Use - is defined as routine meetings, programs, classes, and similar limited uses. Standard Rates (SR) for Standard Use will be provided in the NCPS Facilities Usage Rate Addendum (FURA). All users, except Category I users, pay the SR. The Board of Education, in conjunction with the Administration, will establish the FURA and the FURA will be included in the Administrative Regulations for this policy. Prior to implementation, the initial FURA, and subsequent revisions, will be brought before the Board of Education for the Board's consideration.

Major Use - is defined as an event having any of the characteristics bulleted below. For Major Use there is a Major Use Surcharge (MUS) as provided in the FURA. All non-Category I-a users pay MUS when applicable. For Category I and II users, the Superintendent or designee may reduce the surcharge by 50% if the event is a fund raiser benefiting the New Canaan Public Schools or the New Canaan community.

- Creates significant wear and tear on the facility.
- Event raises funds through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc. When said admission charges are for performance, sports, art, or other "spectator" events and are to cover no more than the cost of running the event (auctions/sales etc. not allowed), then this is not considered Major Use. Examples: musical productions, art shows (art not for sale), New Canaan Basketball Association games, etc.
- Event involves a combination of more than 500 participants and attendees.

Ancillary Charges - All non-Category I-a users must pay:

1. any necessary staff charges (e.g. custodial, security, sound, technical, theater, kitchen workers', and other staff);

2. any other expenses incurred, including, but not limited to, expenses for booth set-up and break-down, covering floors, auxiliary electrical/lighting/sound, etc. required for the use of school facilities;
3. repair of any damages incurred associated with use;
4. restoration of school facilities to the condition they were in prior to use.

C. REQUIREMENTS AND APPLICATION PROCEDURE FOR USE OF SCHOOL FACILITIES

1. Written permission from the NCPS is required for all non-Category I-a user's use of School Facilities for any purpose, including use of parking lots on a weekend or after school hours by New Canaan residents for guest parking. Non-compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application on line utilizing the Building Use Application located on the NCPS web site. The application will be reviewed with the respective school(s) administration and Facilities Manager (FM). This application must be submitted at least 21 days prior to the event or the use of NCPS facilities.
3. All users not covered by the New Canaan Town/Board of Education insurance policy must provide a liability insurance certificate of no less than two million dollars, naming the New Canaan Board of Education/Town of New Canaan as additional named insured. Insurance limits will be reviewed and updated periodically by the Director of Finance and Operations (DFO).
4. Security, police and/or fire department protection may be required at the users' expense. This condition is to be determined by the FM in consultation with the relevant school administration. All applicants submitting a request for use of School Facilities must complete the section detailing the required safety and security plan. In some instances, as a condition of use, the NCPS will provide the security staff and invoice the renter accordingly.
5. All large School Facility events (200 attendees or more) must be coordinated between the NCPS and the Town of New Canaan Special Events Committee.

D. ORDER OF PRIORITY OF USE

1. Category I-a users have first priority for the use of School Facilities.
2. Category I-b and II-c users have second priority.
3. The New Canaan Department of Parks and Recreation (DPR) has third priority.
4. Category I-c, I-d, II-a, and II-b users have fourth priority
5. Category III have fifth priority.
6. Category IV users have sixth priority.
7. Use by the media, individual photographers, filmmakers, or other similar users wishing to photograph, televise or film School Facilities or activities is determined by the Superintendent or designee and have seventh priority.

E. RESTRICTIONS ON USE OF SCHOOL FACILITIES

1. Illegal activities will not be tolerated
2. New Canaan Board of Education employees may not receive reimbursement from non NCPS sources for activities they perform on School Facilities before 5pm on days when school is in

- session. For this purpose, gifts as covered by NCPS BOE Policy #1305 are not considered reimbursement.
3. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
 4. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, firearms, or alcoholic beverages shall not be permitted.
 5. Obscene or demeaning advertising, decorations or materials shall not be permitted on school property.
 6. All spaces used must be returned to the school in the same condition as when they originally rented. A review of conditions with the designated building representative is expected prior to use. Building renter will be charged for any loss, damage or other destruction of school property.
 7. Users must provide a designated damage deposit fee in advance for auditorium or other significant space rental.
 8. Rental fees payments - 50% of the anticipated SR, MUS and Ancillary Charges for each rental shall be paid to NCPS in advance of the rental usage.
 9. Users must comply with all administrative regulations governing use of School Facilities. Non-compliance may result in revocation of privileges.
 10. Regardless of a user's category, the Superintendent or designee may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

BOE Committee	10/13/92
BOE Approved	07/19/93
BOE Approved Revision	11/17/97
Reviewed	12/03, 2/14, 3/14
Approved Revisions:	4/7/14
1 st read revised version to BOE:	5/26/15
2 nd read and approval	6/08/15

PROCEDURES

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

- 1. Adequate adult supervision is required for the entire length of activity. One designated adult must be in charge of the overall program and there must be an adult (over 18 years of age) supervisor for every 20 students and/or an adult (over 18 years of age) supervisor present in each room or space used. Students may not be allowed to walk, run or wander through the halls unsupervised. In compliance with the security protocols established by NCPS an individual must be responsible for controlled access to the facility being rented. Failure to comply with supervision and control will result in suspension of access to the school facility. A written plan for adequate supervision and security will be required at least one (1) week prior to the building use event.**
- 2. No alcoholic beverages or controlled substances allowed for *any* reason, including religious observances, per CT General Statutes.**
- 3. No smoking** or carrying lighted pipes, cigarettes or cigars in school buildings or on school grounds at any time, per CT General Statutes.
- 4. No guns** or weapons of any kind may be brought onto school grounds except as specified in Board policy.
- 5. Signs** on school property must be approved in advance by the principal or designee, as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate for school grounds.
- 6. Structures** on school property: Erection of tents or any other structures on school property requires the approval of the principal, in consultation with the director of facilities, and the Superintendent or designee. The user must obtain and pay for any zoning permit that may be required.
- 7. No animals, including dogs or other pets** are permitted in school buildings or on school grounds. Exceptions: service animals trained to assist a human, such as a seeing-eye dogs or animals used for NCPS sponsored programs. Dogs may not be brought through school corridors or into other rooms. Anyone bringing an animal onto school property such as a playing field must have the animal on a leash at all times and must clean up after animals.
- 8. No flammables:** No cooking outside the school kitchen, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the NCPS programs, except with special permission, under controlled conditions.

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- 9. School Furniture/Equipment: School owned equipment must be specifically requested as part of the application and fees may be charged as appropriate:**
- a) No school owned electronic equipment (TVs, DVDs, LCD projectors, digital cameras, computers, etc.) may be used by outside users of School Facilities.
 - b) Furniture and equipment may not be used or lent to anyone who has not contracted to use School Facilities, except to other Town agencies, with the approval of the Superintendent (or designee).
 - c) Kitchen equipment may not be moved.
 - d) All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.
 - e) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m., the next school day. Users must make arrangements to have items carried in and placed where they belong.
 - f) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the school principal, the services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.
- 10. School Facilities** including floors, carpeting, walls, rest rooms, grounds and fields must be restored to their original condition. Users must pay for special cleanup, repair etc., necessitated by their use.
- 11. Gym floors:** For athletic events, only gym shoes or sneakers are permitted. For non-athletic events held in a gym or in the Field House, the Facilities Manager, after consultation with the principal and/or Athletic Director, may require that the floor be covered, at user's expense. The Facilities Manager will arrange for installation and removal of floor covering. The fee for this covering, including labor costs, must be paid for in advance.
- 12. No motorized vehicles,** bicycles, roller skates or roller blades permitted in school buildings, in the Field House, or on tracks, fields or lawns.
- 13. General Clean-Up:** School Facilities should be left neat and clean. Trash should be disposed of in proper receptacles. For major events, the Facilities Manager will arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at users' expense.
- 14. School Custodians:** Custodians must open and close buildings and be present in the facility for the duration of an activity. Workers' fees are to be paid by user for all weekend and holidays and work beyond normal working hours on school days. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the head custodian will determine the number of extra custodians required, and duration of their work. On weekends and holidays,

custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of four hours' notice or custodial fees will be charged. *Please note: custodians cannot provide first aid, or first aid equipment but can call emergency personnel (911) if needed.*

- 15. Food Services:** Cafeteria personnel are required when kitchen is used and user (s) will be billed for the appropriate overtime and wage rates.
- 16. Security:** After review of event and request to include the event security plan, the Facilities Manager may determine that school security staff must be provided by NCPS in order to control and screen those entering for an event. User(s) will be billed for the appropriate overtime and wage rates.
- 17. Auditorium Managers:** Specific arrangements must be made with the auditorium manager of the school for the use of a school auditorium. A walkthrough of facility conditions must be conducted both before and after use to insure that the checklist of equipment and conditions is completed, including a detailing of the use of equipment such as stage lights and sound in the auditorium that will be required. User(s) will be billed for the appropriate overtime and wage rates.
- 18. Police, Fire:** FM will arrange for necessary police/fire coverage when required. Users pay these departmental fees directly to that Town Department.
- 19. Health and Planning & Zoning:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.
- 20. Fees:** Rental and administrative charges, major-use surcharge, and fees for required services such as piano tuning, excess garbage collection, floor covering, etc., must be paid a minimum of one week in advance. Users will be billed for custodial fees. Bills must be paid within 30 days of receipt. Fees are to be reviewed and up-dated as appropriate by the DFO.
- 21. Private Instruction:** New Canaan School Facilities are not to be used to offer private instruction by New Canaan town or school system employees, employees of other groups offering sports or educational programs, or other entrepreneurs or individuals.
- 22. Scheduling:**
 - a) Dates for rental of a school facility must be cleared with the school principal or designee. Major uses by outside users may not be scheduled for the same date for both New Canaan High School (NCHS) and Saxe Middle School (SMS). Management of this schedule will be controlled by the NCHS/SMS site manager.
 - b) Rentals to outside users for future school years may not be confirmed until after the school system's calendar is finalized each June.

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- c) Acceptance and review of application(s) will be considered after the NCPS and DPR uses (see section A. for priority order for scheduling) have been scheduled. Individual requests for rental may be approved on different timelines based upon NCPD timelines and needs.
 - d) If an unanticipated school need arises more than two months prior to a date that has been promised to an outside user, the school use will take precedence. An attempt will be made to identify a comparable facility or alternate date for the renter.
 - e) Upon receipt of multiple requests for the same facility for the same time period users will, whenever possible, be offered an alternate location to ensure equity.
 - f) When school is canceled or closed early, then all other scheduled events on that day are also canceled. For example: if school is canceled or closed early there would be no Parks & Rec. activity no outside use of School Facilities (regardless of what had been scheduled by the outside users including scheduled performances)

23. Use of School Facilities by Parks & Recreation (DPR): Custodial Fees/Billing Procedures

The New Canaan DPR has fourth priority for use of New Canaan public school buildings, fields and grounds for recreational athletic programs, after the regular school programs and the summer school program, and school related organizations. The DPR will oversee the scheduling and supervision of athletic programs operated by other community organizations such as the Police Athletic League, the YMCA and other organizations, as agreed upon by the director of finance and operations.

Adequate adult supervision is required for the entire length of activity. One designated adult must be in charge of the overall program and there must be an adult (over 18 years of age) supervisor for every 20 students and/or an adult (over 18 years of age) supervisor present in each classroom used. Students may not be allowed to walk, run or wander through the halls unsupervised. In compliance with the security protocols established by NCPS an individual must be responsible for controlled access to the facility being rented. Failure to comply with supervision and control will result in suspension of access to the school facility.

- Custodial overtime necessitated by a DPR or other athletic program will be charged at the contractual rate.
- When custodians are normally present, i.e., Monday to Friday evenings, no additional custodial fees will be charged, but the Board of Education will charge a set-up/take down fee to cover the work the custodians do for the program.
- If cleanup after the program is extensive, necessitating overtime, the DPR or other program will be charged.
- On weekends when Board of Education and DPR programs run simultaneously, if Board of Education programs end earlier, the DPR will pay custodial fees for the

remainder of the time the DPR uses the facilities.

- Billing for custodial and other BOE fees associated with DPR use, or use by other athletic organizations scheduled by DPR, shall be sent to the DPR. The DPR shall collect the fees from the organizations and forward them to the Board of Education.
- Procedures for DPR use will be reviewed annually or as Appropriate.

EXCEPTIONS TO ANY PROVISION OF THESE REGULATIONS BY ANY USER REQUIRE APPROVAL OF THE SUPERINTENDENT OR DESIGNEE.

NON-COMPLIANCE OR NON-PAYMENT OF FEES MAY RESULT IN LOSS OF PRIVILEGES.

TO BE ADDED AS AN ADDENDUM: BUILDING USE CHECKLIST, RATES AND FEES

BOE Committee 10/13/92

BOE Approved 07/19/93

BOE Approved Revision 11/17/97

COMMUNITY RELATIONS 1420-A

1420-A RENTAL GUIDELINES AND OPERATIONAL RATES

FOR THE USE OF THE ALL-SPORTS ATHLETIC STADIUM

Local, Non-Profit Groups and Organizations (\$100/hour)

Local, Commercial Groups and Organizations (\$200/hour)

Non-local, Non-profit Groups and Organizations (\$300/hour)

Non-local, Commercial Groups and Organizations (negotiable)

SUPPLEMENTAL OPERATIONAL COSTS

Stadium lighting if requested	\$80 per hr.	1/2 hour minimum/ 1/2 hour increments)	
Groundsman.	Rate determined by contract	3 hr. min	Must remain for clean-up when appropriate
Stadium Manager	20.00 per hour	Must remain throughout event	
Audio Technician/Timer	30.00 per game or \$15.00 per hour	Lights, scoreboard	
Building Custodian	Rate determined by contract	3 hr. min.	When building use or outside restrooms are requested
Athletic Trainer (when requested)	Rate determined by contract		

Additional Notes:

- 1) When large spectator events are scheduled for the evening requiring lights, assume 60 to 90 minutes of additional lighting charges after event concludes (for clean-up).
- 2) Groundsmen are not required during non-spectator events.
- 3) The renting group or organization must sign in/out with the Stadium Manager at all events.
- 4) The following local non-profit organizations have the option of negotiating a flat fee rate per season in lieu of rental charges. These groups will be charged operational costs:

New Canaan Soccer Association

New Canaan Lacrosse Association

New Canaan Baseball

New Canaan Pop Warner Football

New Canaan Field Hockey Association

- 5) When police coverage is required, the renting organization is responsible for paying fees directly to the New Canaan Police Department.
- 6) Applications are available through the NCHS Athletic Office daily from 8:00 - 3:00 and should be submitted at least two (2) weeks prior to the scheduled event. All users of the stadium must have approval by the Athletic Director or Stadium Events Director prior to the scheduled event.

The contract for the use of the stadium will include a cancellation clause.

Approved BOE 2/2/98

COMMUNITY RELATIONS 1440

1440 ALL-WEATHER ATHLETIC STADIUM

The Board of Education encourages the use of the synthetic all-sports, all-weather stadium facility by school and town athletic teams and other non-profit and commercial organizations, with the understanding that such use will not interfere with the physical education programs, athletic events, school activities and other conditions set forth in these policies.

The all-sports stadium shall be governed by a Board of Education appointed Stadium Committee that will meet not less than quarterly to review policies, administrative regulations and rental and operational rates and make recommendations to the Board of Education annually.

APPROVAL PROCESS

1) Stadium Committee - The use of the all-sports stadium for athletic events for non-resident groups and organizations is permitted only with the specific approval of the Stadium Committee.

2) Board of Education - The all-sports athletic stadium may not be used for the promotion of any non-athletic commercial event except by a special vote of the Board of Education.

3) Stadium Manager/Athletic Director - All local, non-profit and commercial groups and organizations requesting use of the stadium must be approved by the Stadium Manager and the Athletic Director. The all-sports athletic facility may be used in connection with Fairfield County Interscholastic Athletic Conference (FCIAC) and state activities sponsored by the Connecticut Interscholastic Athletic Conference (CIAC).

RENTAL FEES

All non-school groups and organizations, with the exception of the Town Recreation Department and New Canaan Sports Council programs, shall be subject to a rental fee. All groups and organizations shall pay related operational costs for the use of the all-sports stadium. The Board of Education shall approve the rate schedule for all classifications of users. These rates shall be included in the administrative regulations for the use of the all-sports stadium. The Stadium Committee reserves the right to waive the stadium rental rate in lieu of other financial considerations.

PRIORITY USAGE

The Board of Education has set the following policies regarding the scheduling of the all-sports stadium:

1) New Canaan Public School athletic programs and activities shall have top priority for scheduling the use of the all-sports stadium.

2) The Town of New Canaan Recreation Department and New Canaan Sports Council authorized programs have second priority for the use of the all-sports stadium.

3) Non-profit and commercial organizations within the Town of New Canaan would have third priority.

4) Non-profit and commercial organizations sponsoring athletic and non-athletic events residing outside the Town, subject to prior approval by the Stadium Committee and the Board of Education, would have last priority.

5) The Stadium Committee reserves the right to negotiate rescheduling of athletic competitions and other events as a result of scheduling conflicts or major revenue producing opportunities that may arise with the usage of the all-sports stadium.

PROCEDURE FOR USAGE

The Board of Education has established the following procedures for the usage of the all-sports stadium to ensure that it is well maintained and operated within the policies of the Board of Education and the administrative regulations governing its operation:

1) During all scheduled events, the Stadium Manager must function in a supervisory role in the operation of the stadium facility.

2) During all events, New Canaan Public Schools staff must be utilized in the operation of all stadium-related equipment and facilities when requested, i.e. public address system, scoreboard, ticket takers, etc.

3) Non-school groups approved for the use of the stadium facility on weekends or holidays are to notify the Town of New Canaan Planning & Zoning Commission when their event is estimated to draw in excess of 400 people.

4) The Stadium Manager reserves the right to determine the number of police required to adequately supervise the activity. It is the responsibility of the user of our facilities to contact the New Canaan Police Department (966-2626) to make arrangements to have the required police assigned and for direct payment of services.

SMOKING, FOOD AND BEVERAGES

The use of tobacco products is not permitted inside or on school grounds. It is the responsibility of any individual or group using the all-sports stadium to publicize this policy and strenuously supervise its enforcement. The sale or use of alcoholic beverages in and around the all-sports stadium is strictly prohibited. Food items and soft drinks are restricted to designated areas within the stadium complex. At no time are soft drinks, chewing gum, or food items of any type permitted on the all-weather synthetic surface.

COMPLIANCE WITH STATE AND TOWN LAWS

All users of the New Canaan Public School athletic stadium complex must comply with all applicable laws and regulations of the State of Connecticut and the Town of New Canaan including, but not limited to, safety, fire, zoning laws and regulations, etc. The Board of Education reserves the right to terminate any use which is not in compliance.

INDEMNIFICATION

The person or persons making application for the use of the all-sports stadium shall agree to indemnify the New Canaan Board of Education for any damage to school property by any persons attending the activity and likewise to relieve the New Canaan Board of Education from all responsibility for any damage or loss to property or person of any person attending the activity.

The New Canaan Public Schools reserves the right to require an insurance certificate confirming the existence of the following insurance specifically naming the Board of Education, Town of New Canaan as additional insured.

COMPREHENSIVE PUBLIC LIABILITY INSURANCE (Bodily Injury and Property Damage) of at least \$1,000,000. Combined Single Limits Coverage that will protect such party from claims which may arise out of or result from such party's operations under the contract, whether such operation be by himself or anyone for whom he may be liable.

Presented to the BOE for 1st reading: 1/20/98

2nd reading & approved by BOE: 2/2/98

COMMUNITY RELATIONS 1450

1450 SMOKING ON SCHOOL GROUNDS

Smoking is prohibited on all school grounds and in all school buildings. Smoking is also prohibited on all school buses, field trips, and all school sponsored activities.

BOE Committee 9/26/93

BOE Approved 10/18/93

COMMUNITY RELATIONS 1500

1500 STUDENT FUND RAISING

Fund raising carried out in the schools shall be limited to organizations that are based in New Canaan.

A financial disclosure statement shall be required of the organization soliciting funds, and the organization shall show that 85% or more of the funds raised go to charity.

Fundraising efforts shall be voluntary on the part of the students, shall not require the use of instructional time, and shall not be connected with any academic requirements.

There shall be no more than two fundraising efforts per school building in any school year.

Fundraisers for funds to be used in the school or for school-sponsored activities are exempt from these restrictions.

BOE Committee 2/01/93

BOE Approved 7/19/93

1510 COMMUNITY RELATIONS

1510 STUDENT PARTICIPATION IN CONTESTS AND PUBLIC EVENTS

CONTESTS

It is the responsibility of the Superintendent, in consultation with building principals and instructional staff, to determine when a contest, initiated by an organization outside the school system, shall be sanctioned for student participation. On making such a decision, attention should be given to the following:

1. Contests in which participation requires use of class instructional time are not permitted unless the activity bears a direct academic relationship to and enhances the ongoing instructional program.
2. Contests which involve student groups or clubs during non-instructional time and on a voluntary basis are permitted if such contests will serve to increase student motivation and/or provide additional learning experiences that are consistent with the educational goals of the system.
3. Contests that are sponsored by commercial organizations may be acceptable. Contest materials supplied by commercial organizations may bear identification but not advertising.
4. Contests sponsored by local civic or charitable organizations are acceptable provided such contests meet the requirements of Guidelines 1 and 2.
5. No enterprise, public or private, commercial or not-for-profit, shall derive funds directly from student participation from contests sponsored within the school system. Reasonable entry fees shall be allowed.
6. The middle school and the high school shall be guided by the endorsements of the Connecticut Association of Schools and the National Association of Secondary School Principals as listed in their lists of approved contests.

PUBLIC PERFORMANCES

The Board of Education recognizes the educational value of student participation in civic and community affairs. Teachers are encouraged to prepare students for public performances which contribute to student education as long as they do not interfere unduly with other educational activities or programs. Student performing groups may, as authorized by the Superintendent, participate in:

1. Events sponsored by the schools. Rehearsals for such events shall be avoided during core academic subject time. For scheduling purposes, academic events shall have priority.
2. Community functions in the interest of the school, such as those originated by the PTC/PFA or other parent groups.
3. Non-commercial civic occasions of local, state or national interest.
4. Events that are primarily patriotic in nature, such as Veterans' Day.
5. Charity benefit activities, provided the student performance is not exploited for the purpose of fund raising.
6. Programs sponsored by established public agencies or programs sponsored jointly by the school system and mass communication media where the time or space given to the program is of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events for private gain or for advertising of commercial projects or products. A school name, the names of school-sponsored groups or school equipment shall not be exploited in commercial events.
2. Events for the promotion of any politically partisan interest. In questionable cases, the matter shall be referred to the Board of Education for its review.
3. Events primarily for the furtherance of any religious concern.
4. Events which interfere unduly with regular school programs because they require excessive time for rehearsal or preparation.

BOE Committee 11/2/92

BOE Approved 7/19/93

COMMUNITY RELATIONS 1520

1520 PUBLIC PERFORMANCES BY STUDENTS

STATEMENT: The Board of Education recognizes the educational value from student participation in civic and community affairs. Teachers are encouraged to prepare students for public performances which contribute to student education when they do not interfere unduly with other educational activities or programs.

POLICY: School groups may, as authorized by the Superintendent, participate in:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority in scheduling appearances.
2. Community functions in the interest of the school, such as those originated by the PTC/PFA or other parent groups.
3. Non-commercial civic occasions of local, state or national interest.
4. Events that are primarily patriotic in nature, such as Veterans' Day.
5. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent.
6. Programs sponsored by established public agencies, or programs sponsored jointly by the school system and mass communication media where the time or space given to the programs is of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events for private gain or for advertising of commercial projects or products. A school name, the names of school-sponsored groups or school equipment shall not be exploited in commercial events.
2. Events for the furtherance of any politically partisan interest. In questionable cases, the matter shall be referred to the Board of Education for its review.
3. Events primarily for the furtherance of any religious concern, whether sectarian or non-sectarian in nature.
4. Events which unduly interfere with regular school programs, or that require excessive time for rehearsal or preparation.

COMMUNITY RELATIONS 1600

1600 RELATIONS WITH LAW ENFORCEMENT AGENCIES

[see also Ad. Reg. #1611, revised April 2000]

The Board recognizes that district-wide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools, and for safeguarding district property.

The Superintendent shall establish lines of communication with local law enforcement agencies for the security of school facilities, safety of students and staff and for better education of students concerning law enforcement agencies. Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged.

Under normal circumstances, should police wish to enter school facilities if a crime has been committed on district property or to investigate matters concerning students or staff, they should make a request to the building principal. They may appeal any adverse decision to the Superintendent.

The superintendent will develop and maintain administrative regulations to implement this policy, including procedures for handling investigations, administrator requests for assistance and required referrals to law enforcement agencies. [

Legal references:

CGS 10-221	Boards of Education to prescribe rules
CGS 53a-185	Loitering in or about school grounds: class misdemeanor
CGS 54-76j	Disposition upon adjudication as youthful offender

BOE approved	07/19/93
Revised policy presented to BOE (1 st read)	05/17/99
Approved by BOE	06/07/99

COMMUNITY RELATIONS 1610

1610 RELATIONS WITH FISCAL AUTHORITY

The Board of Education shall work with appropriate fiscal authorities to develop a clear understanding of school and student needs to improve education in the community.

The Board of Education shall meet and confer with the Board of Finance prior to collective bargaining in accordance with CSG 10-153d, and further, it will cooperate with the fiscal authority in developing a sound fiscal base for school operation.

(Legal Reference: Ct. General Statutes: 10-153d)

COMMUNITY RELATIONS 1620

1620 RELATIONS WITH STATE, REGIONAL AND NATIONAL
ASSOCIATIONS

Membership in recognized associations such as the Connecticut Association of Boards of Education (CABE) will be maintained by the schools for several reasons, including:

1. Benefits to the staff and Board of Education from professional meetings, conferences, clinics and conventions.
2. Access to the services of such associations.
3. Representation in legislative and other actions affecting education generally and our school district in particular.

The Superintendent of Schools shall budget funds for such memberships and for the costs of appropriate participation by Board members and administration in the activities of such associations.

BOE Approved 11/90

COMMUNITY RELATIONS 1630

**1630 CIVILITY, RELATIONS BETWEEN PUBLIC AND SCHOOL
PERSONNEL/CONDUCT ON SCHOOL PROPERTY**

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property, at school events, and in communications with District employees. District employees 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 to keep schools and administrative offices free from disruptions and preventing unauthorized persons from entering school or district grounds.

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

In the interest of presenting Board members and district employees as positive role models to 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 on the above, the Board expects that no person on school property, at a school event, or in oral, written or electronic communication with the Board or district employees, shall:

- Injure, threaten, harass or intimidate an employee, coach, Board member, student, parent or any other person;
- Damage or threaten to damage another's property;
- Damage or deface district property;
- Violate any Connecticut law or town 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 orderly conduct of the District's educational program or any other activity occurring on school or district 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 District employee's directive; or

- Violate other District policies or regulations or an authorized District employee's directive.

Any individual who disrupts or threatens to disrupt normal school or office operations; threatens the health and safety of students, employees, or other members of the public; willfully causes property damage; uses loud or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on district property will be directed to leave the premises by a member of the administrative staff or his/her designee.

If any party to a conversation uses obscenities or speaks in a demanding, loud, insulting or demeaning manner, the other party to whom the remarks are directed should calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the conversation should be terminated and brought to the attention of a building or district administrator.

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting

10-221 Boards of education to prescribe rule(s), policies and procedures

10-238 Petition for hearing by board of education

10-239 Use of school facilities for other purposes

53a-185 Loitering in or about school grounds: Class C misdemeanor

To BOE 6/6/11

Approved 7/11/11

COMMUNITY RELATIONS 1700

1700 ADA ACCESSIBILITY TO PROGRAMS, SERVICES AND ACTIVITIES

The New Canaan Public School system shall ensure that all students, faculty, employees and members of the public are able to participate in and receive the benefits of its services, programs and activities.

The NCPS has an administrative procedure in place to handle complaints regarding accessibility to all programs, services and activities and a grievance resolution procedure to promote an equitable resolution of complaints.

BOE Approved 10/2/95

COMMUNITY RELATIONS 1705

1705 POSSESSION OF DEADLY WEAPONS, FIREARMS

I. Definitions:

- A. **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." Conn. Gen. Stat. § 53a-3 (6).
- B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).
- C. **Peace Officer** means a state police officer, a member of the local police department, an inspector in the state Division of Criminal Justice, a sheriff, deputy sheriff or special deputy sheriff, a conservation officer or special conservation officer, a constable who performs criminal law enforcement duties, a special policeman, an adult probation officer, a Department of Correction official authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, an investigator in the investigations unit of the Office of the State Treasurer, or any special agent of the federal government authorized to the provisions of Title 21 of the United States Code. Conn. Gen. Stat. § 53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- E. **School-Sponsored Activity** means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a (h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon, firearm or electronic defense weapon may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Consequences

- A. Unless subject to the exception listed above, any person who possesses a deadly weapon, firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such item, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon, firearm or electronic defense weapon on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon, firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Legal References:

Connecticut General Statutes §10-233a, § 29-28(e), §53a-3 and §53a-217b.

Returned from attorney: 5/27/13

1st read: 6/24/13

Additional revisions from attorney: 7/3/13

Approved (2nd read): 7/8/13

2050 STATEMENT OF NON-DISCRIMINATION

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the New Canaan Board of Education does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicap in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs.

New Canaan Board of Education Grievance Procedure

I. Informal Level

Any student, parent, staff member or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, age, sex, marital status or handicap shall contact the designated Compliance Coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint.

The Coordinator shall maintain a written record which shall contain the following:

1. Full name and address of complainant
2. Full name and position of person(s) who allegedly discriminated against the complainant
3. A concise statement of the facts constituting the alleged discrimination
4. Dates of the alleged discrimination

At the time the alleged discrimination complaint is filed, the Coordinator will direct the complainant to the appropriate principal or director who will investigate the complaint and send a written report to the Coordinator. The Coordinator shall then meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

This process shall take no longer than ten (10) working days from the time the complaint was received.

II. Formal Level

If the complainant is not satisfied with these limited informal procedures and within twenty (20) work days from the date of the original discussion with the Coordinator, more formal procedures may be initiated by the complainant to further explore and resolve the alleged discrimination complaint at this level.

1. The complainant shall present the written alleged discrimination complaint to the superintendent who may resolve the complaint alone or with the appropriate principal/director.
2. The superintendent shall inform all parties of the date, time and place of the grievance hearing and of their right to present witnesses or representatives, if desired. The Coordinator shall provide assistance to the parties in understanding the grievance procedure process. A written record of the hearing shall be kept.
3. The superintendent shall hear and fully review the case within fifteen (15) days of receipt of the discrimination complaint. A written decision shall be sent to the complainant and the individuals(s) against whom the complaint was lodged within five (5) days of the superintendent's decision.
4. If the complainant is not satisfied with the superintendent's recommendation he/she may submit a written appeal to the Board of Education within fifteen (15) days of the superintendent's decision.

With at least five (5) days notice given prior to the hearing, the Board of Education shall inform all parties involved of the date, time and place of the hearing and of the right to present witness(es) and to the legal counseling or other representation, if desired. The Board of Education shall hear all aspects of the appeal and shall reach a decision within twenty (20) days of receipt of the written appeal. The decision shall be presented in writing to the complainant at its next regularly scheduled meeting.

The time limits as noted throughout may be extended by mutual agreement in writing.

Any person may also file a complaint of illegal discrimination with the Office of Civil Rights, 33 Arch St, Suite 900, Boston MA 02110 or O.C.R. Washington, D.C. at the same time he/she files a grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the office of Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

The New Canaan Board of Education has designated the Assistant Superintendent of Human Resources as the Title VII and Title IX Coordinator. The Director of Special Education is the Section 504 Coordinator.

BOE Committee 3/08/93

BOE Approved 7/19/93

Revised and BOE approved 3/20/06

2060 SEXUAL HARASSMENT AND DISCRIMINATION POLICY

In compliance with Title VII of the Civil Rights Act of 1964, amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, and the Connecticut Human Rights and Opportunities Act, the Board of Education shall maintain an environment free from discrimination and harassment where all students and employees are treated in all respects without discrimination or harassment based on sex or sexual orientation.

Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

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

All reported incidents of sexual harassment will be promptly and thoroughly investigated. Any student and/or parent or legal guardian or employee who believes that he/she has suffered sexual harassment by an employee, a student, or by anyone on school property, shall report the alleged harassment by notifying a Complaint Counselor (the school psychologist, social worker, guidance counselor, or school nurse) or his/her principal or assistant principal in the case of a student, or his/her supervisor in the case of an employee. Where appropriate, the principal or supervisor may require that the complaint be submitted in writing. If the alleged harasser is the principal or supervisor, the student or employee should report the alleged harassment to the Superintendent of Schools. If the alleged harasser is the Superintendent of Schools, the complaint will be investigated by an agent designated by the board chairman in consultation with the board's legal counsel.

The supervisor or principal shall promptly issue a report including the recommended resolution of the complaint, with copies to the complainant, the alleged harasser, the building principal (where applicable), the Title IX Coordinator and the Superintendent of Schools.

If the complaint is not resolved to the satisfaction of the student and/or parent or legal guardian or employee, he or she may ask that the Superintendent of Schools review the complaint, related investigation and report of the supervisor or principal within a reasonable

period of time, normally not more than 30 calendar days. To the extent possible, reports of sexual harassment and their disposition shall be confidential.

Any students or employees engaging in any action or conduct constituting sexual harassment of any students or employees or who retaliate against any person who reports alleged sexual harassment or who retaliate against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint will be subject to disciplinary action, up to and including expulsion for students or termination for employees. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment.

This policy shall be publicized in all employee and student handbooks as appropriate. The due process rights of all involved individuals shall be protected throughout all proceedings.

The Director of Human Resources has been designated Title IX and Title VII Coordinator.

BOE Committee 08/21/93

BOE Approved 10/18/93

Revision BOE Approved 09/05/95

Second Revision to BOE 03/19/01

Revision BOE approved 04/02/01

ADMINISTRATION 2100

2100 GENERAL ADMINISTRATIVE STATEMENT

It is the policy of the Board of Education to encourage the administrative staff of the school system to work together under the direction of the superintendent and, in addition to specific responsibilities directly related to his/her assignment, in a way that utilizes the special skills and talents of its individual members for the benefit of the educational program and the school system.

BOE Approved 11/90

2200 OFFICE OF THE SUPERINTENDENT

The New Canaan Board of Education will, in accordance with Section 10-157 of the General Statutes, appoint a Superintendent of Schools, and will consider, on the recommendation of the superintendent, the establishment of such additional administrative positions as are necessary to meet the requirements of the office of the superintendent as listed herein.

Responsibilities of the Superintendent:

1. An executive officer of the Board, the superintendent is responsible to the Board of Education for all activities of the school system.
2. It shall be the responsibility of the superintendent to carry out all policies enacted by the Board of Education and to see that principals, teachers, and other employees carry out both the intent and spirit of these policies.
3. The superintendent shall secure, organize and present to the board of education information on the educational and financial status of the school system. He shall keep the board informed of school practices and problems.
4. The superintendent shall initiate consideration of basic policies affecting the school system, submitting to the board pertinent data bearing on his recommendations. In general, the superintendent shall be the educational advisor to the Board of Education.
5. The superintendent shall nominate for appointment by the Board of Education personnel needed in carrying on the work of the public schools.
6. The superintendent shall supervise the work, instructional and otherwise, carried on as part of the school program by members of the school staff.
7. The superintendent shall be responsible for a continuous appraisal of the curriculum of the schools, seeking the assistance of all members of the staff in making this appraisal.
8. The superintendent shall foster a program of in-service education for members of the school staff. He shall be responsible for principals' and teachers' meetings, for conferences with principals and teachers, and for other procedures leading to the professional improvement of the school staff.
9. The superintendent shall construct a proposed annual budget for submission to the board of education as provided for in the "Annual Budgeting Process" (see New Canaan Board of Education policy #3100).
10. The superintendent shall be responsible for the conduct of the business affairs of the school system, seeing that all monies are spent as budgeted by the board of education and that sound purchasing and accounting procedures are followed as laid down by the board of education.

11. The superintendent shall be responsible for the maintenance and the upkeep of school grounds, school buildings and equipment.
12. Community use of school facilities shall be administered by the superintendent under policies laid down by the board of education.
13. The need for possible future increase in school planning shall be surveyed periodically by the superintendent.
14. The Superintendent shall formulate and submit to the board of education rules and regulations needed for the effective government of the school system.
15. The superintendent shall prepare and issue bulletins needed in the conduct of school affairs to principals, teachers and staff members.
16. The superintendent shall make available to the public information concerning the educational program of the schools and shall seek through his public relations activities increased support for the public schools. He shall encourage and seek conferences with parents. In accordance with Article 4 of the by-laws of the board of education, before the start of the new school year, the superintendent shall submit to the board a report of the condition of the schools with plans and suggestions for improvement.
17. The superintendent shall be empowered to delegate the functions enumerated herein to other members of the school staff in order to administer the work of the schools effectively, but this in no way relieves him of the responsibility for seeing that these functions are successfully carried out.
18. The superintendent shall be invested with authority in any other areas of school administration not specifically mentioned in this article when that authority is needed to carry out successfully the work of the schools, it being stipulated that none of his acts shall be out of harmony with the policies of the board or shall contravene existing state statutes
19. The superintendent shall submit to the board an Annual Report after the conclusion of each school year. This report shall: a) review and analyze the significant developments of the school system during the preceding year; b) summarize and evaluate action taken during the year to meet key problems forecast in the previous Annual Report; and c) forecast and outline key problems of the school system for which special action by the board and staff may be required during the coming year and thereafter.

The Annual Report shall be the principal subject of at least one meeting of the board early in the new school year.

Authorized Assistants to the Superintendent

The superintendent's office shall include the following assistants:

- Business Manager
- Assistant Superintendent - Curriculum and Staff Development
- Director of Facilities and Personnel
- Director of Pupil Personnel

Building and Program Administrators

On the recommendation of the superintendent and, in accordance with the personnel policies of the school system, the board will consider the appointment of building principals and such other administrators as are deemed essential for the proper administration of each school facility or program.

Authorized Building/Program Administrative Positions:

1. Building principals (responsible to the superintendent or the designated assistant superintendent).
2. Full-time and part-time Assistant Principals (responsible to the building principal).
3. Director of Guidance (responsible to the Director of Pupil Personnel and the building principal).

Support Service Leadership Positions

On recommendation of the superintendent, and in accordance with employee contracts, where applicable, the board of education will consider the establishment of non-certified leadership positions where such positions are deemed to be essential to the efficient operation of the school system. Individuals assigned to these positions will be directly responsible to the Business Manager.

Authorized Support Service Leadership Positions: Director of Food Services

BOE Approved 10/92

2220 EMPLOYMENT OF ADMINISTRATIVE PERSONNEL

Contractual arrangements between the Board of Education and the Superintendent are determined at the time of employment and will be reviewed on an annual basis.

Upon recommendation of the superintendent, the board will individually contract with the Assistant Superintendent, the Director of Facilities and Personnel and the Business Manager at the time of employment. The superintendent will initiate a review of the employment by the board on an annual basis.

(Legal Reference: CT. General Statutes: 10-157)

BOE Approved 7/17/64

Revised 1/12/76, 3/8/76, 1/28/85, 3/4/92

ADMINISTRATION 2230

2230 JOB DESCRIPTIONS FOR ADMINISTRATIVE PERSONNEL

The Board of Education shall provide and maintain a job description for the Superintendent of Schools.

The Superintendent of Schools shall provide and maintain job descriptions for all administrative personnel.

BOE Approved 7/19/93

ADMINISTRATION 2300

2300 ADMINISTRATIVE DECISIONS IN THE ABSENCE OF ESTABLISHED
BOARD POLICY

In cases where emergency action must be taken if there is not sufficient time to contact the Board of Education and where the board has not provided guidelines for administrative action, the superintendent shall have the power to act.

It shall be the duty of the superintendent to inform the board of education promptly of such action and of the need for possible additional policies or revision of existing policies. The superintendent's decisions shall be subject to review by the board of education at its next regular meeting.

BOE Committee: 10/20/92

BOE Approved: 07/19/93

ADMINISTRATION 2400

2400 REPRESENTATIVE AND DELIBERATIVE GROUPS

The superintendent and the administrative staff shall, in consultation with the board of education, create and maintain appropriate groups such as committees and councils to:

Foster effective 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 staff.

BOE Committee 10/20/92

BOE Approved 7/19/93

BUSINESS AND NON INSTRUCTIONAL 3100

3100 ANNUAL BUDGETING PROCESS

Specific budget goals, assumptions, constraints and priorities shall be adopted by the board of education for each budget year and shall be submitted to the Superintendent prior to the start of the budgeting process.

Budget outcomes shall:

Provide financial resources to deliver quality services.

Allocate resources to reflect the importance of the elementary and secondary instructional programs.

Ensure constructed budget is in compliance with generally accepted accounting practices.

Obtain community approval of the budget.

The process shall include four phases:

Phase 1: Pre-Budget Preparation

Phase 2: Budget Preparation

Phase 3: Review and Approval

Phase 4: Implementation and Control

The administration shall be primarily responsible for phases one, two, and four, and the board of education shall be primarily responsible for phase three.

1. Pre-Budget Preparation

The administration shall review the budget policy, the board of education's goals & objectives, school programs and services, analysis of current and past expenditures, local and state economic conditions; define budget priorities; and adhere to the budget development processes as detailed in the Budget Manual.

The role of the board of education in the pre-budget phase is to provide the Administration with budget assumptions and constraints.

2. Budget Preparation

Each cost center shall construct a program budget with the involvement of teachers, staff, and parents, and shall conform to the board's assumptions and constraints.

The superintendent shall review all cost center budgets to ensure that they conform to the board's Budget Policy and present budget assumptions and constraints.

The superintendent shall consolidate cost center budgets into a system wide budget and forward it to the board of education for its review. The board shall finalize and approve the school system's budget proposal.

3. Review and Approval by Town

The board of education shall submit its adopted budget to the Town for review and approval and make modifications as needed.

4. Implementation and Control

The superintendent shall provide the board of education with monthly reports on the status of the accounts, adhere to the board's policy on the transfer of funds, and develop recommendations for the following year's budget.

BOE Approval 10/18/93

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3110

3110 TRANSFER OF FUNDS BETWEEN ACCOUNTS

The Business Manager shall provide the Board of Education with monthly Statements of Accounts accompanied by a written, general commentary covering the information contained in such statements.

The Business Manager shall also submit a written commentary identifying any account where is a substantial variance from budget. A variance shall be defined as a \$2,000 difference, favorable or unfavorable, from the revised budget in any account or group of related accounts, i.e., salaries, employee benefits, purchased professional and technical services, supplies, and equipment. Related accounts include instruction, transportation, administration, and operations and maintenance.

The Business Manager shall submit to the Board an annual financial report covering the preceding school year.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3210

3210 COPIES OF BOARD OF EDUCATION RECORDS

Pursuant to the Connecticut Freedom of Information Act (the "Act"), any person applying in writing shall receive a copy of any public record of the Board of Education. A fee, not to exceed \$.25 per page or the maximum amount permitted by law, shall be established.

If any copy provided in accordance the Act requires a transcription, or if any person applies for a transcription of a Board record, the fee for such transcription shall not exceed the cost to the Board.

In addition, the fee for any copies provided in accordance with Section 1-211 of the Act, relating to computer-stored public records, shall not exceed the cost to the Board. In the event copies pursuant to such Section 1-211 are requested, the Board, in determining its costs, may include the following:

- (1) an amount equal to the hourly salary attributable to those agents of the Board engaged in providing the requested record;
- (2) the cost, if any, to the Board of engaging an outside professional electronic copying service to provide such services;
- (3) the cost of the storage devices or media provided to the person making the record request; and
- (4) the computer time charges incurred by the Board in providing the record where another agency or contractor provides the Board with computer storage and retrieval services.

Notwithstanding any of the foregoing, the Board shall waive any fees hereunder when the person requesting any public record of the Board is an indigent individual.

(Legal Reference: Ct. General Statutes Chapter 14)

BOE Approval 8/9/93

1st read revised version to BOE 4/7/08

2nd read/approval 5/5/08

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3300

3300 PURCHASING POLICY

PURPOSE: The New Canaan Board of Education recognizes the importance of maximizing the use of district resources, the need for sound business practices in spending public money, the requirement of complying with applicable laws governing purchasing, the importance of standardized purchasing practices, and the need for clear documentation in meeting applicable audit standards/requirements.

Within the framework of applicable laws and regulations, purchases and use of material and other resources shall be accomplished in accordance with sound business practices with the primary purpose of serving the educational interests of student programs of instruction.

AUTHORITY: The duties of purchasing shall be centralized under the director of finance and operations (DOF) who shall be responsible for all purchase transactions for the district. The superintendent or designee or the DOF or DOF designee shall sign purchase orders. For the purpose of this policy, only the DOF shall be deemed the designee of the Superintendent for the signing of other purchase obligations such as contracts.

The DOF is the designated representative of the Board of Education to act with the finance director of the town to maximize economies of purchasing through sharing of purchases in areas deemed practical by NCPS Superintendent of School and in the best interests of NCPS.

PURCHASING GUIDES: New Canaan Public Schools (NCPS) purchasing procedures will have the best interest of the educational interests of students as the base and include, but not be limited by, the following:

1. Specifications and needs of the user;
2. Best possible quality;
3. Lowest possible cost;
4. Availability when needed;
5. Efficient use of time of staff;
6. Energy efficiency of product;
7. Compliance of suppliers with equal employment opportunity and other Board policies;
8. All purchases of goods and services with district funds must be made on a properly executed district purchase order or contract issued by the DOF.

QUANTITY PURCHASING: To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods as needed. Cite several existing, commercially available “standard brands” that meet those qualifications acceptable as examples.

2. Invite and/or advertise for vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

BIDDING: Competitive bidding is required as detailed below.

1. For purchases totaling between \$5,000 and up to \$10,000, at least three (3) verbal price quotations must be sought and recorded.

2. For purchases totaling *over* \$10,000 and up to \$15,000, formal written quotations from at least three (3) separate vendors shall be provided, if available.

3. For purchases above \$15,000, formal *sealed* bid(s) must be sought.

4. The following purchases are not subject to competitive bidding:

- a. Purchases under \$5,000;
- b. Emergency purchases;
- c. Goods purchased from state agencies, such as furniture produced by the State Department of Corrections;
- d. Goods purchased under state contracts;
- e. Purchasing collaboratives involving federal, state, local governments and regional entities;
- f. Surplus and secondhand purchases from another governmental entity;
- g. Sole source goods or services;
- h. Purchases to maintain equipment consistency;
- i. Textbooks and other programmed instructional materials as only one source generally exists;
- j. Professional services;
- k. Services where the engineering costs are required to develop specifications for a competitive bid are significant in relation to the scope of the project;
- l. Purchases to protect the health and safety of the school community, or the integrity of school property;
- m. Any purchase, if in the opinion of the superintendent, it is in the best educational interest of the district.

Legal Reference: Connecticut General Statutes: 10-220 Duties of boards of education, 10-222 Appropriations and budget, Conflict of Interest Policy, New Canaan Board of Education

BOE Committee 12/07/92

BOE Approved 8/09/93

Revised version proposed: September, 2013

Adopted: October 7, 2013

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3400

3400 INVENTORIES

Equipment- Fixed Assets

A perpetual inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds \$200 shall be included in the inventory, with the exception of equipment permanently affixed to a building such as heaters or lockers. The equipment inventory shall serve both the function of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, condition, estimated date of equipment replacement, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept. A physical inventory shall be performed every five years, except in the case of electronic equipment (computers, television equipment, VCR's, etc.) which shall be inventoried every year.

An inventory of supplies which are used for cafeteria, maintenance and operations shall be maintained, and a physical inventory taken annually.

Instructional Equipment and Supplies

An annual physical inventory of instructional equipment and supplies for each classroom (i.e. globes, maps, small shop tools, etc.) shall be taken.

The inventory system shall be under the supervision of the Superintendent of Schools or his/her designee.

BOE Approved 8/9/93

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3410

3410 AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

No school equipment may be used for other than school purpose except when used in connection with another town agency or as requested by a local, state or federal governmental body. The Board of Education may permit school equipment to be lent to staff members or students when such use is directly school-related. Proper controls, including sign out and sign in authorization, shall be established to assure the lender's responsibility for, and return of, all such equipment. The individual assumes all responsibility for the equipment, other than normal wear and tear.

BUSINESS/NON-INSTRUCTIONAL OPERATIONS 3415

3415 RETENTION & DISPOSITION OF RECORDS

As a public entity as referred to in CGS §11-8, the District is subject to the State of Connecticut Public Records Policy #05, Disposition of Public Records. The policy provides guidance for the minimum retention requirements and the disposition of public records, including destruction or transfer.

Educational institutions must also comply with additional records maintenance requirements of applicable Federal laws, such as the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

Pursuant to CGS §11-8b and §7-109, records shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules established by the Office of the Public Records Administrator.

The Municipal Records Retention Schedule M8, Education Records, revised 2/2005 and published by the Public Records Administrator, is hereby included in the Administrative Regulations (#3415) defining the minimum retention requirements for “education records.” Any future changes to schedule M8 by the Office of the Public Records Administrator will automatically be incorporated into the district’s policy. The district may choose to retain selected education records for longer periods than that defined. However, disposition of those records remain subject to the approval of the Office of the Public Records Administrator.

Similarly, the minimum retention and disposition of other types of district records (see examples below) shall be consistent with the rules established by the Office of the Public Records Administrator. All of these schedules are maintained on the website of the Connecticut State Library (see reference below) and in the administrative regulations for #3415.

- General Administration Records (Schedule M1)
- Personnel/Labor Relations Records (Schedule M2)
- Fiscal Records (Schedule M3)
- Library Records (Schedule M11)
- Electronic Data Processing Records (Schedule M16)

(Legal Reference: State of Connecticut; Connecticut State Library; Records Retention Schedules for Towns, Municipalities, and Boards of Education; Public Records Policy #05; Disposition of Public Records) <http://www.cslib.org/publicrecords/retschedules.htm>

12/4/12

Attorney Approved: 5/27/13

1st read approved BOE 7/22/13

2nd read and approval: 8/19/13

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3500

3500 ACTIVITY ACCOUNTS

STUDENT, SCHOOL LUNCH AND DRIVER'S EDUCATION

The Board of Education shall establish and maintain separate accounts to handle student activity funds, the finances of that part of the cost of the school lunch program not funded by Town appropriations, and the finances of that part of the cost of a driver education course furnished by the Board of Education and not funded by Town appropriations.

The Board hereby designates the School Business Manager, hereinafter referred to as the "Treasurer" for these accounts and empowers the Treasurer to delegate responsibility for the administration of such funds to the building principal within the school to which the student activity funds and driver education program funds relate, and to the Cafeteria Director the administration of the school lunch program funds.

All accounts shall be considered Town accounts and shall be audited by the Town auditor in the same manner as all other Town accounts.

School Lunch Funds

All accounts shall be maintained by the Cafeteria Director who shall be directly responsible to the Treasurer for such accounts in accordance with the State Statutes and Standard Auditing Procedures.

School Activity Funds (see Policy 3510, below)

All activity accounts of the school and school organizations shall be administered by the building principal, who in turn will be responsible to the Treasurer.

Driver Education Account

A Driver Education account will be maintained when such program is offered as a part of the school program, and shall be administered by the building principal who in turn will be responsible to the Treasurer.

(Legal Reference: Ct. General Statutes, Section 10-237)

BOE Committee 2/12/92

BOE Approved 8/09/93

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3510

3510 MANAGEMENT OF SCHOOL ACTIVITY ACCOUNTS

An activity account is authorized to support each approved curricular, co-curricular and student activity, including but not limited to costs associated with interscholastic sports, visual and performing arts, clubs, assemblies, honor societies, speakers, field trips, awards, scholarships, class accounts, and student governments. All funds associated with such student activities must be administered through the student activity account. Student activity accounts will be managed so that student involvement and participation in such activities is maximized. Student activity funds may not be used for any other purpose that represents an accommodation to an individual or donor, a loan or credit, for staff activities, or for a capital improvement without Board of Education (BOE) approval, consistent with all BOE policies.

School and district student activity funds are town accounts subject to audit in the same manner as all other town accounts. Accounts are supervised by the Director of Finance and Operations and managed by the principal and his/her designee.

Student activity funds may come from one or more of the following sources:

- a. Fees charged to cover the reasonable and customary expenses of an approved program or product (e.g., field trips, team/club dinner, school or team apparel)
- b. Monies that individuals, parent groups and/or faculty groups collect for or in support of a specific student program or activity
- c. Dues for membership in an approved school club
- d. Cash gifts/donations accepted on behalf of any student activity
- e. Student and staff fundraising

Funds raised to support student activities should be used for the direct benefit of those students on whose behalf funds are collected. Annual carryover of account balances should be minimized and, unless pre-approved by the BOE, should not exceed 10% of an account's total net transactions for the previous year. Any amount beyond 10% will, at the discretion of the principal, be encumbered for another student activity.

As a matter of public record, a report on all student activity accounts with annual cumulative expenditures or deposits of \$10,000.00 or more shall be made to the BOE on a semi-annual basis or as requested by the BOE. Additionally, a full accounting of all student activity accounts will be reported to the BOE within 60 days after the conclusion of the fiscal year on June 30th. This accounting will include the listing of any new accounts added during the previous year as well as accounts deemed inactive.

A co-curricular student activity soliciting funds for participation in that activity will provide students and parents with an itemized estimated budget at the time of such solicitation, explaining the intended use of those funds to be raised in support of that activity. Such budget will be reviewed with and approved by the principal or his/her designee. A report

showing actual amounts raised and itemized expenditures will be prepared and submitted to the school principal or his/her designee within 60 days of the completion of that activity, and will be made available to any interested party upon request.

Combined student and school organization activity accounts must be invested in a checking or saving account at a FDIC insured institution. Any interest earned shall be specifically identified and shall be allocated to one or more school organizations or activities at the option of the principal in consultation with faculty sponsors and, where applicable, student officers of such organizations.

Terminating Inactive Accounts:

New student activity accounts should specify at the time of their creation the recipient of any outstanding fund balance should the account become inactive.

Inactive accounts are defined as those that contain funds raised by organizations that no longer exist or have not been active for more than one year, or high school classes that have graduated. Inactive accounts shall be held open until all previous charges against those accounts have been paid up to one year from being designated inactive or one year after the five-year reunion for high school class accounts.

Should funds remain after all bills are paid, the principal may consult with the sponsors of the organization/class and, where applicable, make a reasonable attempt to contact the duly-elected officers of such organization/class, regarding the appropriate expenditure of the remaining funds. Such resulting plans/projects should conform to the school rules and policies governing student activities as administered by the principal. Class or organization officers may be required to take reasonable steps to assess the wishes of the membership before decisions to expend the funds are made. Principals are responsible for the final disbursement of funds. If disbursements are to exceed \$10,000 approval by the BOE is necessary.

From the time of the dissolution of an organization, all remaining funds shall revert to the control of the principal to be used to benefit current student organization and/or graduates. Acknowledgment of the organization/class as the donor is suggested.

(Legal Reference: Connecticut Education Laws Section 10-237)

BOE Approved: 11/90

BOE Approved: 11/90

3/31/10 revision presented to BOE and approved as 1st read 4/12/10

4/15/10 revision approved BOE 4/26/10

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3600

3600 SCHOOL-WIDE INFORMATION DISTRIBUTION SYSTEM

The internal inter-office (inter-building) mail system is provided for school employees, Board of Education members, school parent organizations and employee unions and associations.

School internal mail services are not to be used for the distribution of private, religious, commercial, or political materials.

BOE Approved 8/9/93

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3700

3700 OPERATIONS AND MAINTENANCE OF PHYSICAL PLANTS

The Board of Education shall provide for clean, healthy and safe facilities. Precautionary measures for the safety of students and personnel within school buildings shall be established and observed.

Building administrators have the responsibility for maintaining a safe and healthful environment. All unsafe conditions should be immediately addressed and corrected by the custodial and maintenance staff. The Director of Facilities shall be responsible for periodic building inspections, for checking accident records, fire prevention systems, traffic safety problems and emergency procedures.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3710

3710 SECURITY OF BUILDINGS AND GROUNDS

The Board of Education recognizes the importance of providing a safe environment for all district students and staff. To promote an orderly, safe and secure environment, the district requires all employees, volunteers and visitors to wear a district-issued, approved NCPS ID badge. As appropriate, students may also be required to display such identification.

Required Identification: All employees, while carrying out regular employment duties, will display an approved NCPS ID badge in plain view. Approved student NCPS ID cards/badges will be provided to currently enrolled students at the high school level. Such cards will help staff in identifying those authorized to be on campuses and aid in carrying out safety and security protocols.

Issuing NCPS ID Badges: NCPS ID badges will be provided to all employees and, as deemed appropriate by grade level, students. The initial NCPS ID badge, clip or lanyard will be provided at no cost. NCPS ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment or student status. NCPS ID badges are considered security resources and must be treated as such. They are non-transferable and loss must be reported immediately.

Visitors/Volunteers: This section of this policy pertains, but is not limited to: all individuals who are not school employees, including delivery personnel, sales persons and construction or repair workers. All visitors/volunteers to NCPS are required to check in to the main office or security desk to obtain a visitor's badge. Visitors will register and receive a temporary NCPS ID badge. Visitors are required to submit a driver's license or other government issued photo NCPS ID to assure proper identification and screening. A secure log shall be maintained of all visitors/volunteers in the building or grounds. When visitors/volunteers leave, they must check out and return the badge to the office or security desk. All visitors shall display the NCPS ID badge while they are in the schools, on the grounds or at Central Office, whether or not there are students in the building at the time of the visit. A visitor badge may not be required at certain events as determined by the building or district administration. In those circumstances visitors must follow site access and control procedures specific to the event. Visitors are not permitted to wander through the building or grounds but must report or be escorted to the designated area and then back to the main office. Staff members who observe someone entering district facilities without proper identification should ask to see a properly issued visitor badge or immediately report the circumstance to the administration or a member of the security staff or School Resource Officer. If the person cannot produce a properly issued NCPS ID visitor badge, the staff member should immediately report the circumstance, as explained above. Visitors that do not comply with the policy shall be escorted from the property. In the event of a perceived threat or disruptive behavior, security and/or law enforcement will be alerted.

Lost or Stolen NCPS ID Badges: In the event the NCPS ID badge is lost or stolen, the district shall provide a one-time replacement at no cost to the employee or student. Further replacements will be paid by the employee or student. If an employee NCPS ID badge is lost

or stolen, Human Resources must be contacted immediately. A lost or stolen student NCPS ID badge must be reported immediately to the appropriate school administration.

BOE Committee 11/23/92

BOE Approved 08/09/93

Revised version: Attorney edits received 5/28/13

To BOE for 1st read: 7/8/13

To BOE with revisions for 2nd read: 7/22/13

Approved: 7/22/13

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3720

3720 APPLICATION OF PESTICIDES IN THE SCHOOLS

In accordance with Connecticut Public Act 99-165, the application of pesticides in the New Canaan Public Schools will be regulated by specific protocols contained in the NCPS Integrated Pest Management Plan.

References: CT Public Act 99-165

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3800

3800 SCHOOL BUS TRANSPORTATION

It is the aim of the New Canaan Board of Education to provide the New Canaan Public Schools with a safe transportation system, one which will enable all qualified children of school age to attend public school by school bus wherever transportation is reasonable and desirable. The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor Vehicles governing the operation of school buses. The Board of Education shall further attempt to maintain transportation schedules which shall provide equal opportunity for all qualified students consistent with efficient and economic operations.

Key provisions of the policy:

	Elementary	--- Saxe Middle ---	High School				
Grade Level			K – 4	5 –	6	7 – 8	9 - 12
Eligibility for Transportation (distance to school)	>0.5 mile	>0.67 mile	>1.0 mile	>1.0 mile	>1.0 mile	>1.0 mile	>1.0 mile
Length of Cul-de-sac for bus to enter	>0.3 mile	>0.3 mile	>0.3 mile	>0.3 mile	>0.3 mile	>0.3 mile	>0.3 mile

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Rules and Regulations:

Eligibility for Transportation

It is the policy of the New Canaan Board of Education to consider eligible for transportation to and from school:

1. All pupils in grades K-4 who live more than one-half mile from the school to which they are zoned to attend.

2. All pupils in grades 5-6 who live more than two-thirds mile from the middle school.
3. All pupils in grades 7-12 who live more than one mile from the middle school or high school.

Exceptions: At the discretion of the Superintendent of Schools, or his/her designee, distances may be waived for:

- a. children who for physical conditions or health reasons certified by a physician, are unable to walk to school; or
- b. if it is deemed hazardous conditions exist as defined below.

Vocational Schools

The Board of Education shall perform the following services for any student under twenty-one years of age who resides with his/her parents or guardian in New Canaan, and who attends a state or state-approved vocational school as a regular, all-day student or as a high school cooperative student:

The Board of Education shall provide reasonable and necessary transportation.

If the student attends any such school in a town other than New Canaan, provided that the cost of such transportation out of town would exceed the sum specified in the General Statutes, the Board of Education may elect to maintain such student in the town where they attend such vocational school.

In no case shall the Board of Education be required to expend for transportation or maintenance of any student more than the amount specified by General Statutes in any one school year.

Private Schools

New Canaan shall perform the following duties as required in Connecticut General Statutes Section 10-281:

The Board of Education shall provide, for its children attending private schools therein, not conducted for profit, when a majority of the children attending such a school are from the State of Connecticut, the same kind of transportation services provided for its children attending public schools.

In no case shall the Board of Education be required to expend for private school transportation, in any one school year, a per pupil expenditure greater than an amount double the local per pupil expenditure for public school transportation during the last completed school year.

Special Education

Transportation for students eligible for Special Education services will be administered on a case by case basis. **Attorney edit: 5/28/13 Total travel time shall not exceed one hour each way to and from a special education facility, unless written parental consent is obtained.**

Hazardous Conditions

1. A street or road having an adjacent or parallel sidewalk, raised walk or separate walk area shall be deemed hazardous when any one of the following conditions exists:

a. For pupils enrolled in grades K-4, absence of pedestrian crossing light or a crossing guard at street crossings where there are no stop signs and the average traffic count* during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the crossing.

b. For pupils enrolled in grades 5-12, the absence of pedestrian crossing light or a crossing guard at street crossings where there are no stop signs and the average traffic count* during the time that pupils are walking to or from school exceeds ninety vehicles per hour at the crossing.

c. For all pupils, any street, road, or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross or walk when going to or from school or the bus stop.

2. Any street, road, or highway which has no sidewalks, or raised or separate walk areas shall be deemed hazardous when the stopping sight distance relative to the assigned speed limit does not permit vehicular braking/stopping in accordance with the Connecticut Department of Transportation, Highway Design Guidelines, latest version.

3. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the tracks, and any crossing of railroad tracks that carry moving trains during hours that pupils are walking to or from school shall be deemed hazardous unless a crossing guard is present; or an automatic control bar is present at crossings used by pupils in grades K-4, or a bar or red flashing signal light is operational when the crossing is used by pupils in grades 5-12.

4. Any street, road, walkway, sidewalk, or path designated as a walking route for pupils that pass through an area with a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

5. Walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous for pupils in grades K-6.

6. Any street, road, or highway which has no sidewalks, or raised or separate walk areas within the roadway right of way shall be deemed hazardous if any one of the following conditions exists:

a. For pupils enrolled in grades K-4, any street, road, or highway with a posted speed limit in excess of thirty miles per hour.

b. For pupils enrolled in grades K-4, any street, road or highway possessing an average traffic count* of sixty or more vehicles per hour at the time that pupils are walking to or from school or their designated bus stop.

c. For all pupils, any roadway except a low volume local roadway available to vehicles that does not have a minimum width of twenty-two feet along the path for which a pupil is expected to walk.

d. For all pupils, any roadway except a low volume local roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty feet along the path for which a pupil is expected to walk.

e. For all pupils, any low volume local roadway that does not have a minimum width of eighteen feet along the path for which a pupil is expected to walk. This width can include usable unpaved shoulders suitable for occasional vehicle traffic and if used as a walking area must be a minimum of 3 feet in width.

The Board of Education may grant an exception to any provision of the rules and regulations of this policy wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

**Average traffic count* to be determined over a minimum of 3 normal school days excluding days before /after holidays.

Appeals on Rulings

Initial identification of hazardous conditions and the need for special transportation shall be the responsibility of the Administration of New Canaan Public Schools as designated by the Superintendent of Schools.

Request for a hearing to appeal an administrative ruling on transportation may be made by any parent or guardian by petitioning the Board of Education in writing. The request for a hearing shall be made on a petition form (available from the Business Office) to substantiate a claim of a hazardous condition. After the Board of Education receives the petition, the following steps shall occur:

The Board of Education shall grant a hearing within ten days.

The Board of Education shall make a stenographic record or tape recording of such hearing.

The Board of Education shall make a finding within ten days after such hearing.

Such a hearing shall be held in accordance with the provisions of the Connecticut General Statutes, Sections 4-177 to 4-180, inclusive, of the Uniform Administrative Procedure Act.

Any parent, guardian, emancipated minor, student 18 years of age or older, or officer aggrieved by the finding of the Board of Education shall, upon request, be provided with a transcript of the hearing within thirty days of such request, and may take appeal to the State Board of Education.

The findings of the Board of Education shall be upheld by the State Board of Education unless it is determined that such finding was illegal, arbitrary, capricious or unreasonable.

Requirements for Bus Operations

The New Canaan Board of Education places safety as its primary concern in the operation of its school buses. While efficiency in service and punctuality in the operation of buses are important and expected from the contractor and bus operators, the safety of school children must always take precedence.

State roadways: For bus stops on minor arterial type roadways such as State Routes #106, #123, and #124, buses will stop only at locations where the bus stop is on the right side of the bus in the direction that the bus is traveling. Students will not be expected nor permitted to cross these State roads.

Crossing roadways: When children must cross a roadway, the bus must remain stationary with its stop lights flashing until the children safely reach the opposite side of the road. Children must cross the road in front of the bus.

Maximum speed: New Canaan school buses shall be operated at a safe rate of speed consistent with the volume of traffic, intersections, curbs and any other condition requiring special caution. The maximum speed when carrying passengers shall not exceed speed limits for the roads traveled.

Railroad crossings: During home to school and school to home transportation, a NCPS school bus is not to cross a railroad track while carrying passengers unless there is a special road circumstance necessitating such crossing and additional safety personnel are present.

Passengers: No passengers or other persons other than pupils, teachers and school administrators, supervisory personnel, drivers in training, or individuals granted written permission of the Superintendent of Schools or his designee are allowed to board the bus during periods when pupils are present.

Cul-de-sac roadways

School buses will not enter a cul-de-sac that is shorter than 0.3 miles, as measured from the closest point of intersection with the main road from which the bus must turn into the cul-de-sac to the furthest point on the circular portion of the cul-de-sac, unless the following conditions exist:

The bus stop or roadway on which the student must walk to the bus stop or school has been deemed a hazardous condition as defined by this policy; and

There is sufficient turning room to permit the bus to circumnavigate the circular portion of the cul-de-sac without having to back up; and

The bus can safely enter and exit the cul-de-sac roadway.

Where a cul-de-sac is shorter than 0.3 miles, the bus stop will be on the main road at the safest location closest to the point of intersection of the cul-de-sac with the main road.

Where a cul-de-sac is longer than 0.3 miles, there must be sufficient turning room to permit the bus to circumnavigate the circular portion of the cul-de-sac without having to back up.

Where a cul-de-sac is longer than 0.3 miles, the bus will typically stop only twice. The first stop will be at the last safe area prior to entering the circular portion of the cul-de-sac. The second stop will be after completing the turn at the last safe area prior to exiting the straight portion of the cul-de-sac as the bus turns back onto the main road. Students must be waiting outside dwellings and in full view of the bus driver as the bus approaches the circular portion of the cul-de-sac.

Where a cul-de-sac is longer than 0.3 miles, bus drivers will have the sole discretion not to enter when there is an obstruction or when inclement weather requires the bus to back up.

Private roadways: A NCPS school bus shall not travel into a private road except under the following conditions:

To pick up and/or discharge student(s) whose Individualized Education Plan (IEP) requires such transportation, subject to the conditions below concerning standards for road construction and maintenance;

To pick up and/or discharge students residing on private roads, subject to the following criteria:

The road must meet the conditions set forth in Connecticut General Statutes, Section 10-220c, *i.e.* such road must be constructed and maintained in accordance with the standards for construction and maintenance of similar roads of the Town of New Canaan, as determined by the First Selectman, and

All owners of the road on which the New Canaan Public Schools vehicle(s) will travel must execute a waiver releasing the New Canaan Public Schools from any liability for damages to property that is not caused by the negligent acts of the New Canaan Public Schools and/or its agents;

The road must provide sufficient space to permit a standard size bus to pass oncoming vehicles and to circumnavigate the route without having to back up;

The road must be clear of snow and ice; and

The distance the student would otherwise have to walk exceeds 3/10ths of a mile.

No Travel roadways: Based on periodic studies conducted by the transportation function of the Administration, certain roadways in New Canaan are deemed unsuitable for bus travel. A listing, which is subject to change, is available from the Business Office of the Board of Education.

Bus Stops and Schedules

The establishment of bus stops will be the responsibility of the transportation function of the Administration. Bus operators must adhere to the schedules and to the designated bus stops established.

In developing designated stop locations the transportation function is to consider various factors. These include but are not limited to the safety of a stop location and/or the route along which the student must walk to and from the bus stop, including sight distance afforded the student or oncoming vehicles, the number, speed and stopping distance of such vehicles, topography of the area including the availability of a shoulder area along the roadway, the existence and type of foliage along the pathway, the proximity of water, the existence of steep slopes adjacent to the pathway, the possible requirement or limitation for the student to cross a road, and the age or special needs of each student.

In developing designated route schedules the transportation function is to consider various factors, including but not limited to, the time available for routes, stop and load times, bus capacity, geographic location of residences, anticipated speed of travel, distances between stops, fairness of ride times for all riders, efficient use of equipment, and risk management practices (student miles).

Pick-Up Time: AM pick-up times are expected to be within ± 5 minutes of established schedules. Within this window period, bus drivers are not required nor expected to wait for students assigned to the stop.

Highway stops: The operator shall not stop his bus on the main traveled portion of the roadway when existing shoulders or adequate roadway width is available or when curbs, bus stops or special facilities exist. When a bus in traveling on a minor arterial or collector type roadway and by its several stops causes a line of traffic to form behind it, in a safe place the operator should drive his bus to the side of the road and stop until the line of traffic has passed. Doors should be kept closed and lights should not be flashing during this time.

Children Seated: The bus operator shall not put his bus in motion until the door of the bus has been closed and all children have been seated.

Requirement for Compliance

Motor vehicles used to transport school children eligible for BOE transportation services shall comply with all regulations established by the State of Connecticut and / or the United States Department of Transportation and all other legal requirements as may apply.

The New Canaan Board of Education places safety as its primary concern in the operation of its school buses. While efficiency in service and punctuality in the operation of buses are important and expected from the contractor and bus operators, the safety of school children must always take precedence.

Drivers used by the contractor to provide transportation services to NCPS must meet all the specifications required by the Connecticut DOT / DMV and be in accordance with the regulations of the Connecticut State Board of Education concerning the transportation of public school children.

Maintenance: The transportation/bus contractor is responsible for maintaining vehicles used to transport students in full compliance with all applicable requirements, including but not limited to DOT and DMV requirements. The Superintendent of Schools and/or his/her designee may require the contractor to provide written record of maintenance efforts and inspections performed to verify compliance. The school district also has the right to conduct, or to require the contractor to conduct, inspections of the contractor's equipment and to require changes, repairs or additions to the equipment as necessary to comply with all applicable requirements to ensure the safe transportation of students.

Bus Lists: The contractor will, upon request, submit an updated list of buses to be used for New Canaan Public School transportation. The list of buses shall include the name of the manufacturer, the date of manufacture and the pupil seating capacity.

Accidents: The contractor shall make the trips on the time schedule required by the Board of Education and should a bus accident breakdown or other delay occur, it shall provide a substitute bus for the immediate transportation of the pupils, to the end that as little time as possible be lost, and safety assured. The Superintendent of Schools or his designee shall be notified of all accidents and all delays which prevent the buses from operating on schedule. The notification is to be given as soon as possible after the accident, breakdown or other delay is known.

Driver conduct: A driver, in the course of his/her duties as a representative of NCPS, is required to act with the highest level of personal, moral and ethical integrity and must exhibit a personal concern for the welfare of the children and families serviced by the organization. NCPS expects drivers and related personnel to conduct themselves in a manner that exemplifies leadership and that protects the interests and safety of children, parents, employees and the NCPS organization.

Student conduct: Transportation of students is considered an extension of the school day. Pupils riding the buses are to demonstrate behavior consistent with that expected during the school day. This includes, but is not limited to, being thoughtful of others, acting in a manner that supports safe operation of the vehicle, and contributes to the safe transport of those on the bus or those in the area in which the bus is operating. Please refer to the New Canaan Board of Education policy concerning Student Conduct for a more detailed description of expectations, and the consequences for violating such expectations, regarding student conduct on buses.

Parental expectations: Parents/Guardians should be familiar with bus rules intended to support the safe transportation of students. Parents/Guardians are encouraged to review these rules with their children and reinforce their expectation that children should act accordingly. This includes behavior during AM and PM travel between the home and the bus stop, any waiting time for the bus to arrive in the morning as well as time spent on the bus.

Parents of K-2 students, or another designated adult, are asked to accompany each K-2 student to his/her designated bus stop in the morning and meet each at his/her designated bus stop on return trips home.

Information confidentiality: Individuals may learn of or be entrusted with sensitive information of a confidential nature during the course of conducting NCPS business.

Individuals shall not, at any time during or after his/her service to NCPS disclose, disseminate, convey, utilize, or otherwise profit from the use or sharing of confidential information.

Glossary of Terms

Definitions listed below are words or terms as they are used in the context of the transportation policy:

"Grade K" means kindergarten pupils.

"Hazard" means a thing or condition, as prescribed in this policy, affecting the safety of pupils walking to and from school, or a designated bus pickup area; a possible source of peril, danger, duress or difficulty, exposure to molestation or attack considered morally degrading or physically harmful.

"One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement 5,280 feet.

"Pupil" means any individual of school age enrolled in a public or private school located within the school district or contiguous school district as the case may be.

"Raised walk area or sidewalk" means a portion of the landscaped right of way at least three feet wide, usually parallel to the traffic lanes which is paved, distinguished by some elevation above the street pavement level, and marked by curbing, drainage ditch, grass area, fencing, apart from and independent of any white line safety markings along the street pavement.

"Separate walking area" means absent of a sidewalk, a portion of the roadway right of way that is at least 3 feet away from the roadway edge with a minimum 3 foot wide walking area along the roadway for continuous sections of the roadway and which may connect to other raised walk areas or sidewalks.

"School Transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly-owned equipment or by contract.

Types of Roadways:

"Minor Arterials" mean a type of roadway in rural areas that provide a mix of interstate and interregional travel service. Minor Arterials provide lower travel speeds than Principle Arterials, accommodate shorter trips and distances and lower traffic volumes but provide more access to properties. State roads in New Canaan are considered minor arterials.

"Collectors" mean a type of roadway characterized by a roughly even distribution of their access and mobility functions. Traffic volumes and speeds will typically be somewhat lower than those of arterials. For school transportation purposes, most two-way through roads in New Canaan are to be considered collector type roadways.

"Local Roads" mean roadways not classified as arterials or collectors and are characterized by their many points of direct access to adjacent properties and their relatively minor value in accommodating mobility. On these primarily residential roads, speed limits, whether

posted or assumed are typically low, volumes are usually low and trip distances are short. Through traffic is discouraged and is often not possible.

“Low Volume Local Roads” mean a subset of roadways classified as local roadways including cul-de-sacs and other dead end roadways with very low traffic volumes (less than 400 vehicles per day or 30 vehicles per hour*) and assigned speed limits of 25 miles per hour or less. This subset of local roads is classified by the Town of New Canaan.

(Note: A listing of roads and their classification type are available upon request from the Town of New Canaan, Department of Public Works Engineering Office, and the New Canaan Board of Education business office.)

“Usable unpaved shoulder” means a portion of the roadway right of way which is adjacent to the roadway, unpaved but suitable for occasional vehicle traffic and if used as a walking area must be a minimum of 3 feet wide. This usable width can be included in determining the local roadway width.

“Walking distance” means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education.

(Legal Reference: Ct. General Statutes: 10-220; 10-220(c); 10-186; 10-76d; 10-97; 10-273a; 10-280a; 10-281; 14-275a; 14-275b; 14-275c; 14-280; and P.A. 90-112) (See STUDENTS, Student Behavior on School Buses, 5310)

BOE Committee 11/90

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Revised 06/18/01

Revised 05/20/02

Revised 11/18/02

Revised 11/17/08

Revised/Approved by BOE 07/06/09

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3900

3900 SCHOOL LUNCH PROGRAM

The school lunch program shall be an integral part of the total educational program. An attractive, wholesome, well-balanced lunch with an emphasis on low-fat, fresh food is essential for the best work from students.

All administration of the food services program shall be coordinated in the Business Office. Business functions to be centralized shall include central purchase of food and supplies, a district-wide salary schedule for all food service employees, centrally planned menus and a regular audit of all accounts.

The school district shall cover such food service expenses as allowed under the law and State Board of Education regulations.

Prices for lunches and beverages on the menu shall be submitted to the Board of Education annually for its approval and otherwise as changes are needed. Revenues from the lunchroom sales shall offset the costs which are to borne by the food service program. A financial report, current and cumulative, of the operation of the food services program shall be presented monthly, as well as an annual report, to the Business Manager by the Director of Food Services. The Business Manager shall give the Board of Education an annual report on the operation of the school lunch program including an evaluation of the usage and the quality of the program.

(Legal Reference: Ct. General Statutes 10-215; 10-215b-12 through 15; 10-215b-20; State Board of Education Regulations 10-215b-1; 10-216)

BOE Committee 11/23/92

BOE Approved 08/09/93

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS 3910

3910 FREE OR REDUCED PRICE LUNCHES

National School Lunch Program regulations require that lunch be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition. Parents shall be informed of the district policy concerning free or reduced price meals. A letter and application form shall be distributed to all parents during the first month of school. The letter shall contain information on the eligibility standards, procedures for applying for free meals, and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application shall also be provided whenever a new student is enrolled.

The following applies:

1. Free or reduced price lunches and/or supplementary milk shall be provided for all students who qualify on the basis of need.
2. There shall be no discrimination in the furnishing of meals or supplementary milk on the basis of race, religion or source of income.
3. The anonymity of students receiving assistance under this policy shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for meals and milk and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced prices lunches, and/or supplementary milk which have been denied may be appealed to the Superintendent of Schools.
5. Records of students receiving assistance will be kept by the Director of Food Services.
6. Eligibility for this program will be based on the following:
 - a. Objective Standards of Need: Eligibility for assistance, other than for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.
 - b. Emergency Situations: A student's statement of need is sufficient for providing assistance on a temporary basis. A family contact shall be made immediately to determine the probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

(Legal Reference: Ct. General Statutes 10-215;10-215a; 10-216, State Board of Education Regulation 10-215b-1)

BOE Committee 11/23/92

BOE Approved 08/09/93

4100 CERTIFIED PERSONNEL

All policies governing certified personnel below the rank of assistant superintendent are governed by the procedures contained in Ct. General Statutes 10-150 through 10-156e, and by policies found in the document entitled, "New Canaan Public Schools Personnel Policies, September 1, 1989 to August 31, 1992," appended to this policy book as Exhibit A. Any amendments to said document shall become part of the personnel policies of the Board of Education.

4110 RECRUITMENT, SCREENING, INTERVIEWING AND SELECTION OF CERTIFIED PERSONNEL

It is the policy of the school system to select and assign personnel to any bona fide vacancy irrespective of the prospective employee's race, color, religious creed, sex or national origin. It is the policy of the school system to be in compliance with appropriate Federal Statutes, among them Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963 as amended by the Education Amendments of 1972, Executive Order 11246 as amended by 11375, Revised Order #4, and any other applicable legislation.

To help our students develop an awareness of the talents, leadership, and cultures of non-Caucasian groups, the Administration shall make a special effort to recruit and employ representatives of all races.

A variety of academic backgrounds and broad geographical representation are to be sought in the selection of professional staff.

A balance is to be maintained in the employment of beginning and experienced teachers.

Recruitment: Candidates for consideration are to be selected from existing files in the Personnel Office, and from area college and university placement offices. The Connecticut Education Association (CEA) shall also be notified of the system's teaching vacancies.

Initial Candidate Screening: The Director of Personnel shall, typically, schedule 20-30 screening interviews of outstanding candidates in early spring to build a potential candidate reference file when openings become available.

First Round Interviews: Principals, working with applications from the Personnel Office files and other referrals, shall schedule initial interviews with qualified candidates.

Second Round Interviews: Second round interviews will generally be conducted at the individual school level and shall include involved teachers and other staff, when appropriate, as determined by the building principal.

Final Interviews: Final interviews shall be group interviews which shall include two or more school administrators and two or more central office administrators. All elementary finalists must be interviewed by the three elementary principals and a consensus recommendation forwarded to the Superintendent.

Recommendation to the Superintendent: After consensus decision is made by the interviewing team, a recommendation shall be made to the Superintendent of Schools. Such recommendation shall be on the attached profile form (which may be amended from time to time), and shall be accompanied by a completed New Canaan Public Schools Teacher

Application (see attached), together with appropriate transcripts, a copy of Connecticut Certification or letter from the State Department of Education confirming that candidate is certified and eligible to teach at the opening of school.

Review by Board of Education: The Superintendent of Schools shall review the credentials of each staff member hired for a teaching position with the Board of Education in Executive Session.

No contracts for certified personnel shall be issued without the approval of the Superintendent of Schools.

Teachers who are not re-employed for performance related issues shall not be considered for a position in the New Canaan Public Schools.

4125 RECRUITMENT, SCREENING, INTERVIEWING AND SELECTION OF
SENIOR ADMINISTRATIVE PERSONNEL

It is the policy of the school system to select and assign personnel to any bona fide vacancy irrespective of the prospective employee's race, color, religious creed, sex or national origin. It is the policy of the school system to be in compliance with appropriate Federal Statutes, among them Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246 as amended by 11375, Revised Order #4, and any other applicable legislation.

It is the policy of the Board of Education to delegate to the Superintendent and to his administrative staff the authority to employ certified administrative staff who do not report directly to the Superintendent.

The Board retains final authority to approve, before an offer has been made, the employment of all administrative positions reporting directly to the Superintendent. These positions include Assistant Superintendent, Director of Personnel, Business Manager, Principals, and Director of Special Education.

The Superintendent will develop administrative guidelines governing the involvement of the Board of Education in the approval of employment contracts for senior administrative personnel.

BOE Approved 5/2/94

4130 NEPOTISM

No spouse, child or dependent of a Board of Education member shall be appointed to a full time position in this school district

Persons other than those referred to in the above paragraph, related by blood or marriage to a Board of Education member, may be employed following full disclosure of the relationship by the Board of Education member in a public meeting and a majority vote of appointment without counting the vote of the related Board of Education member.

A spouse or child of a Board of Education member may be employed for limited term or short term employment on a competitive basis among persons who are eligible.

Persons related by blood or marriage to a member of the administrative staff shall not be employed in the same school.

Members of the same family may be employed at the same work location when approved in writing by the superintendent or the superintendent's designee. Members of the same family shall not be employed in direct line of supervision.

BOE Committee 12/14/92

BOE Approved 8/9/93

PERSONNEL 4140

4140 PERSONNEL FOLDERS

Basic information is to be retained in the folders of all members of the professional staff employed on salary schedule:

Copies of official records (transcripts or placement folders) which bear evidence of the degree(s) granted.

Written verification of previous experience. This need not be secured before the candidate is employed, but should be completed early in the first year of service in New Canaan.

If military service is recognized, there should be a copy of the discharge or service record indicating length of service.

There should be a form upon which the teacher lists the courses submitted for additional credit on the salary schedule. This list should be backed up by transcripts to be held in the files as verification of these credits. This record should be complete before the salary change is approved.

At the time of employment it should be recorded on the application form the amount of service credit given, the step on the salary schedule, and the actual salary.

Each certified employee, in accordance with P.A. No. 73-345, "shall be entitled to knowledge of, access to, and, upon request, a copy of supervisory records and reports of competence, personal character, and efficiency maintained in his/her personnel file with reference to evaluation of his performance in such school district." If in the process of reviewing the contents of his/her personnel folder a teacher finds material with which he/she disagrees, the teacher may ask that the matter be reviewed with an appropriate member of the administration. In lieu of resolving the matter through this process, the teacher may file a grievance or have a signed personal statement inserted in his/her personnel folder.

There shall be only one official personnel file per teacher to be kept in the Personnel Office.

Copies of any materials which address a teacher's conduct, service, or character shall be forwarded to the teacher when they are placed in the personnel file.

PERSONNEL 4200

4200 EVALUATION OF NON-CERTIFIED PERSONNEL

All non-certified employees (secretaries, clerks, custodians, etc.) shall be evaluated annually by his/her immediate supervisor and reviewed by the building principal (as appropriate) (see Evaluation Forms 4210 and 4220). Such evaluations will be shared with the person being evaluated prior to filing these reports in the Central Office personnel files. Persons being evaluated may supplement such evaluations with written materials which must be shared with the evaluator(s) prior to inclusion in the personnel files.

BOE Approved 9/91

4300 AIDES AND OTHER PERSONNEL NOT INCLUDED IN ANY OTHER EMPLOYEE GROUP

It is the responsibility of the Superintendent of Schools and of persons designated by the Superintendent to determine the personnel needs of the school district and to locate suitable candidates to recommend for employment to the Board of Education.

Non-certified personnel will be assigned by the Superintendent or his designee, primarily by employing a person for a specific position. If necessary, employees shall possess any required license or certificate prior to commencing work.

It shall be the duty of the superintendent of schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which nomination is made.

All employees upon initial employment shall present evidence of having submitted to examination (chest x-ray, skin test, or other tests designated as acceptable by the health department) to determine that they are free of active tuberculosis prior to commencing service and every four (4) years thereafter or more if directed by the Board of Education upon recommendation of the local health officer. The Superintendent may require a medical examination of any non-certified employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind.

No inquiry in regard to an employee's race, color, religious creed, sex or national origin shall be made of a person proposed for or seeking employment.

Except as otherwise provided in employee agreements with appropriate bargaining units, the Superintendent shall have full authority to transfer or reassign non-certified personnel according to the needs of the school district within the policies of the Board of Education. Employees shall not be reduced in salary through any such transfer or reassignment except for cause, which may include the elimination of a position.

The Board of Education endorses a continuous process of evaluation of all employees of the school district, including aides and other non-certified personnel covered herein. It is also the intention of the Board of Education that all such employees receive supervision to insure that all aspects of their job assignments are properly and competently performed.

4400 CLERICAL PERSONNEL

Personnel policies governing clerical personnel are covered by the provisions of the Municipal Employee Relations Act (Sections 4-467 through 7-477) and are contained in the agreement between the Board of Education and the New Canaan Educational Secretaries Association, appended to this Policy Book as Exhibit B.

4500 CUSTODIAL, GROUNDS, AND MAINTENANCE PERSONNEL

Personnel policies governing custodial, grounds and maintenance personnel are arrived at under the provisions of the Municipal Employees Relations Act (Sections 4-467 through 7-477) and are contained in the agreement between the New Canaan Board of Education and Local 1303, Council #4, American Federation of State, County, and Municipal Employees, AFL-CIO, copy appended to this Policy Book as Exhibit C.

4520 ATHLETIC COACHES

It is the policy of the New Canaan Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) adhere to all Board policies, rules and regulations;
- 2) conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “athletic coach” means any person holding a coaching permit who is hired by the Board to act as a coach for a sport season and who has independent and ultimate responsibility for the direction and supervision of such team.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of an Athletic Coach

Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching may be non-renewed or terminated at any time except as follows.

If the athletic coach has served in the same coaching position for three or more consecutive school years, the following procedures shall apply. The Superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) calendar days of the end of the season. The Superintendent may terminate the employment of any such athletic coach at any time for 1) for reasons of moral misconduct, insubordination, failure to comply with the Board’s policies, rules and regulations; or 2) because the sport has been canceled. If a decision to terminate a coach’s employment is made during the athletic season, the Superintendent shall remove the coach from duty while any hearing conducted pursuant to this policy is pending.

III. Hearing Procedures

An athletic coach who has served in the same coaching position for three or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board in accordance with the following procedures:

The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.

Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.

At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach and/or the Superintendent may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.

The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.

Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References: Conn. Gen. Stat. § 10-222e

To BOE 05/05/08 for 1st read

To BOE 05/19/08 for 2nd read (w/revisions)

Approved (w/revisions) BOE 06/02/08

4600 DRUG-FREE SCHOOLS AND COMMUNITY ACT

Pursuant to the Drug-Free Schools and Community Act (P.L.99-570, as amended by P.L. 101-226), there shall be no use, distribution, or unlawful possession of illicit drugs or alcohol in school buildings, on school grounds, on transportation provided by the Board, or at any event, trip or activity sponsored by the school or under supervision of the Board, other than as medically prescribed.

All employees shall be notified of this policy and be subject to a standard of conduct, as provided for in the "Standard of Conduct for Employees Pursuant to the Drug Free Schools and Communities Act" (see BP #4610).

The Standard of Conduct for Employees shall be distributed to all employees of New Canaan Public Schools, shall be displayed prominently in all school buildings and offices, and shall be part of the standard information package given to all new employees.

4610 STANDARD OF CONDUCT FOR EMPLOYEES PURSUANT TO THE
DRUG-FREE SCHOOLS AND COMMUNITIES ACT

All employees of New Canaan Public Schools are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited on school premises and during any school activities. Compliance with these standards of conduct is mandatory. Employees who violate them will be subject to disciplinary action, consistent with applicable state and federal laws, and referral for criminal prosecution. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension or termination from employment. New Canaan Public Schools may further require that an employee in violation of these standards enroll in and successfully complete an appropriate substance abuse rehabilitation program.

Members of the administrative staff shall report any suspected violation of the standards of conduct directly to the superintendent of schools who will immediately investigate the allegation and meet with the alleged violator. Any disciplinary sanctions imposed will ensure that similarly situated violations are treated in a similar manner.

Employees may obtain information about drug and alcohol counseling, rehabilitation, and re-entry programs from the Office of the Superintendent of Schools, a personal physician, and/or our insurance administrator, Cigna Healthcare.

(Legal Reference: Public Law 99-570, as amended by Public Law 101-226)

4615 PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC
DRUGS

The Board of Education believes that the use of psychotropic drugs by students is a personal decision to be made by the parents of the student. Therefore, it is the policy of the New Canaan Public Schools to prohibit school personnel from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child should use psychotropic drugs.

Notwithstanding the foregoing, 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: Public Act 01-124

Presented to the BOE and approved 10/1/01

4620 EMPLOYEE USE OF THE NCPS E-MAIL NETWORK

The Superintendent is hereby directed to develop administrative guidelines governing the employee use of the New Canaan Public Schools' electronic mail system ("e-mail"). These administrative regulations shall be based on the following policy considerations:

The electronic mail network and connections in all school system facilities are owned by the New Canaan Public Schools and are intended to be used for school purposes only.

Electronic messages are not intended to be used for private or personal matters. Employees should have no expectation of privacy when using the electronic mail system. All electronic mail communications may be monitored.

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. It may also be subpoenaed in the course of potential litigation.

Employees are prohibited from using the NCPS e-mail system to operate their own businesses or to conduct personal business.

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

All illegal and improper uses of the electronic mail system, including, but not limited to pornography, obscenity, harassment, solicitation, chain letters, personal advertisements, criminal or prohibited activities or gambling are prohibited.

Copyrighted software, text, e-mail copyrighted text attachments, pictures, video or music are not to be downloaded if such use violates copyright laws.

Except for directory information, student records will not be transmitted by electronic mail. Directory information is defined as that information which would not be considered harmful or an invasion of privacy if disclosed (name, address, participation in sports, etc.)

Employees are expected to observe the established protocols for maintaining the security of the electronic mail system. Employees will be informed about the contents of BOE Policy 4620 and will sign an acknowledgment that the policy has been read and accepted.

Violations of the policy will be considered grounds for progressive disciplinary action that may result in suspension or termination.

References: Family Educational Rights and Privacy Act, U.S.C. Section 1232g
 Connecticut General Statutes 1-18(d)
 Freedom of Information Act
 Public Act 95-143
 NCPS BOE Policy #5220
 BOE: 1st read: 2/16/99, BOE: approved 3/1/99

4625 EMPLOYEE USE OF THE INTERNET

The Superintendent is directed to develop administrative guidelines that apply to use of all NCPS Internet connections by all employees of the New Canaan Public Schools.

These administrative regulations are based on the following policy considerations:

The Internet connection in all school system facilities is owned by the New Canaan Public Schools and is intended to be used solely for school purposes.

Any illegal or improper use of the Internet, including but not limited to accessing pornographic or obscene materials, engaging in harassment, solicitation, and gambling, is strictly prohibited.

The Internet connection is not to be used for private or confidential matters. No student information protected by FERPA should be communicated on the Internet.

The system's Internet technology is not to be used for accessing games or Internet chat lines.

There is no guarantee of privacy. The New Canaan Public Schools reserve the right to monitor employee use of the Internet and to impose sanctions for any unauthorized use of the system's Internet connection.

Employees are prohibited from using the NCPS Internet connections to operate their own businesses or to conduct personal business.

Employees are prohibited from soliciting or receiving any service or information that results in financial charges of any kind.

Employees are prohibited from using the Internet in ways that violate print, film or recording copyrights and software licensing regulations.

Individual employee Internet access codes are not to be shared with or given to students.

Employees will be fully informed about the contents of BOE Policy #4625 and will sign an acknowledgment that the policy has been read and accepted.

Violations of the policy will be considered grounds for progressive disciplinary action that may result in suspension or termination.

Presented to the BOE: 2/16/99

BOE Approved: 3/1/99

4630 REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN

Conn. Gen. Stat. Section 17a-101 et seq. requires certain educational personnel (school teachers, school administrators, school superintendents, school guidance counselors, school coaches and paraprofessionals) as well as registered and licensed practical nurses, psychologists, social workers, mental health professionals, physical therapists and certain professional counselors who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth below. For purposes of this policy, school employees also include any person who, under a contract with the Board, and 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.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected child abuse and/or neglect, but to all employees of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"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 the Board of Education; or (b) 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 the New Canaan Public Schools, pursuant to a contract with the Board of Education.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. In the public school context, the term "statutory mandated reporter" includes teachers, school principals and other

administrators, school superintendents, school guidance counselors, school coaches (including coaches of intramural or interscholastic athletics), paraprofessionals, registered and licensed practical nurses, psychologists, social workers, police officers, mental health professionals, licensed or certified alcohol and drug counselors, physical therapists and any other licensed professional counselor. Mandated reporters also include any person paid to care for a child in any public or private facility, child day care center, group day care home or family day care licensed by the state.

3. What Must Be Reported

A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child under the age of eighteen:

- a) has been abused or neglected;
- b) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or
- c) is placed at imminent risk of serious harm.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.
- b) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.
- c) The employee shall also make an oral report as soon as practicable to the Superintendent or the Superintendent's designee.

In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.

Within 48 hours of making an oral report the employee shall submit a written report to the Commissioner of Children and Families or his/her representative containing all of the required information.

- a) The employee shall immediately submit a copy of the written report to the Superintendent or the Superintendent's designee.

- b) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Superintendent shall submit a copy of the written report to the Commissioner of Education or his/her representative.

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

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

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.
- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
 - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

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

- a) the names and addresses of the child and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
- i) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

If the suspected abuser is a school employee, as defined above, the Superintendent shall thoroughly investigate the report. Recognizing the fact that the Department of Children and Families (“DCF”) is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's investigation shall be coordinated with DCF and/or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When investigating a report, the Superintendent shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child to an interview with a child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of such child are the perpetrators of the alleged abuse, or where DCF has indicated that obtaining such consent will interfere with its investigation.

The investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the employee is an individual who provides services to or on behalf of students enrolled in the New Canaan Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the employee to refrain from any contact with students enrolled in the New Canaan Public Schools, pending the outcome of the investigation.

- a) Evidence of Abuse by a School Employee Holding a Certificate, Authorization or Permit Issued by the State Department of Education

If, upon completion of the investigation by the Commissioner of Children and Families (“Commissioner”), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that a child has been abused by a school employee who holds a certificate, permit, or authorization issued by the State Department of Education, and that the Commissioner has recommended that such employee be placed on the child abuse and neglect registry, the Superintendent shall make a written request to the Commissioner that he or she provide all records, whether or not created by DCF, concerning such investigation to the Superintendent. In addition, the Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits.

Within seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or his or her representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose records received from DCF to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization. For certified personnel, such suspension shall remain in effect until the Board of Education acts pursuant to the provisions of Conn. Gen. Stat. Section 10-151.

Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused by a school staff member who holds a certificate, permit or authorization issued by the State Department of Education.

If the contract of employment of such certified school employee is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or his or her representative, within seventy-two (72) hours after such termination.

b) Evidence of Abuse by Other School Staff

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused by a non-certified school staff member, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

8. Delegation of Authority by Superintendent

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

9. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 10 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

10. Non-discrimination Policy

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

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Public Act 09-242, "An Act Concerning Sexual Activity between School Workers and Students and Including School Superintendents as Mandated Reporters of Child Abuse or Neglect"

First Reading: 3/22/99

Second reading and approval: 4/5/99

Revised version to BOE for 1st read 7/11/11

2nd read: and approval: 8/22/11

PERSONNEL 4635

**4635 REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH
MENTAL RETARDATION**

As this policy is written to comply with the notification provisions of Section 46a-11b of the Connecticut General Statutes, it refers to adults or persons with mental retardation as the term “mentally retarded” is in the statute. The New Canaan Board of Education recognizes that the term “mentally retarded” is dated and often has been used pejoratively. A better term would be “intellectually disabled.” The New Canaan Board of Education will change this policy to use a more appropriate term if and when the Connecticut statute is updated.

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel (including teachers, school administrators, school guidance counselors, paraprofessionals, psychologists, registered and licensed practical nurses, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists and licensed professional counselors) report any suspected abuse or neglect of persons with mental retardation between eighteen (18) and sixty (60) years of age. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that any person with mental retardation between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

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

2. Definitions

For the purposes of this policy:

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

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

"Statutory Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with mental retardation. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse

counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists and licensed professional counselors.

3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause to suspect that any person with mental retardation between eighteen (18) and sixty (60) years of age has been abused or neglected, he/she shall, as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities. The statutory mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Director of the Office of Protection and Advocacy for Persons with Disabilities not later than five (5) calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutory Mandated Reporters

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

a) If an employee who is not a statutory mandated reporter has reasonable cause to suspect that any person with mental retardation between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

(1) The employee shall as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a person with mental retardation between eighteen (18) and sixty (60) years has been abused or neglected, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.

b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with mental retardation directly to the Office of Protection and Advocacy for Persons with Disabilities.

5. Contents of Report

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

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

b) a statement from the reporter indicating a belief that the person is mentally retarded, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;

- c) information concerning the nature and extent of the abuse or neglect; and,
- d) any additional information which the reporter believes would be helpful in investigating the report or in protecting the person with mental retardation.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation conducted by the Office of Protection and Advocacy for Persons with Disabilities.

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

If the investigation by the Superintendent and/or the Office of Protection and Advocacy produces evidence that a person with mental retardation has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

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

8. Disciplinary Action for Failure to Follow Policy

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

9. Non-discrimination Policy

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

Legal References:	Second reading and approval:
Connecticut General Statutes:	April 5, 1999
Section 46a-11a	
Section 46a-11b <u>et seq.</u>	REVISED: First reading:
ADOPTED: First reading:	July 11, 2011
March 22, 1999;	Second reading: August 22, 2011
	3 rd read and approval: 9/6/11

5010 ELIGIBILITY TO ATTEND NEW CANAAN SCHOOLS

Pupils attending the public schools of New Canaan must reside in New Canaan. Ownership of property in New Canaan alone does not constitute residency.

If a residence rests on the boundary of two towns, the town of residence is where the dwelling is located (i.e., the house or apartment in which the family resides, not the plot on which the house or apartment stands). If a town line intersects the dwelling, the student is entitled to attend school in either school district. The family must provide the drawings necessary to prove dual property lines. [The General Assembly established the current rule in 1997]

Residency shall be defined as full-time occupancy of a New Canaan residence, by at least one parent and the student.

The laws governing education do not permit a child to attend a public school in a community other than that in which the child legally resides when such a change of residence is made solely for the purpose of attending the school of another community.

No town is required to provide school accommodations to children residing with relatives or non-relatives unless it is the intention of the parties concerned that such residence is to be permanent and provided without pay.

In the event it is discovered at any time after a child is enrolled in the New Canaan Public School system that s/he is not a bona fide resident of the Town of New Canaan, the Board of Education may, in its sole discretion: a) Exclude the child from school for the balance of the school year; or, b) Impose a tuition charge on any parent (or legal guardian) of the child and the resident with whom the child resides. The tuition charge may be imposed for the current school year or for any past year in which the child was enrolled in the New Canaan Public School system.

The school system does not accept tuition students, except in cases of special education students in cooperation with the sending school system and with the approval of the Board of Education.

Pupils who move from New Canaan during the school year may, upon approval of a written request to the Superintendent, may be permitted to complete the current school semester. The Superintendent's decision will be based on a consideration of the following factors: 1). Student is making satisfactory progress toward graduation; or, 2). Student maintains satisfactory attendance and behavior records

Pupils who are enrolled in the high school, and whose parents leave New Canaan after the completion of the 11th grade, may be considered for continued attendance in the 12th grade (1 year). Continued attendance is subject to the same conditions enumerated above.

Families in the process of moving to New Canaan but not yet bona fide residents may enroll children in the New Canaan schools provided intent of residency is established by means of the following:

A contract for the rental of a residence in New Canaan has been signed and occupancy will take place within approximately two months from the time the student is enrolled. A notarized statement from the landlord will be required in such situations.

A contract to purchase a home in New Canaan has been signed and the closing is scheduled within approximately two months from the time the student is enrolled. A notarized statement from the real estate firm or attorney will be required in such situations.

Children of separated or divorced parents with joint custody may attend schools in New Canaan if one parent resides in New Canaan.

Adults requesting school attendance for pupils with unusual residential situations must submit a sworn affidavit, attesting conformance with the basic legal requirements, available in the Superintendent's office (see Affidavit of Guardianship form #5020).

Persons over 21 are not eligible to attend public school; nor is any person who is a graduate of a high school or vocational school.

All approvals of special requests related to school attendance require initial approval by the Superintendent and are subject to annual review by the Superintendent and Board of Education.

(Legal Reference: Ct. General Statutes 10-186 and 10-253 ;) A Practical Guide to CT State Law, Second Edition p. 253

BOE Committee 06/14/93

BOE Approved 10/18/93

BOE Revised 04/04/94

BOE Approved: 04/18/94

STUDENTS 5010-A

5010-A RESIDENCY DISPUTES PROCEDURES (RE: BP #5010)

If school officials have reason to believe a student is out of compliance with NCPS attendance regulations as outlined in NCPS Board Policy #5010, the following procedure is to be followed:

Step I: Superintendent is notified.

Investigation begins.

Step II: Principal sends a registered letter to parent(s) specifying the basis for the school's belief that the student is not eligible to attend school in New Canaan and notifying the parents that the student will be withdrawn from school in 10 days. This letter to parent(s) contains a copy of NCPS Board Policy #5010 and Section 10/186 of the Connecticut Education laws. Note: State law requires that parents be notified of their rights, which includes the right to appeal the administrative decision to the Board of Education.

Step III: Student is withdrawn or Parent provides documentation to support student's right to attend school.

Step IV: Superintendent renders decision.

Step V: Parent accepts decision or Parent requests a hearing before the Board of Education. Note: During the notification/appeal process, the student must be allowed to continue to attend school in New Canaan.

Step VI: Within 10 days following the receipt of the request for a hearing, Superintendent schedules Board hearing, which must be officially transcribed or recorded.

Step VII: Board renders its decision.

Superintendent provides written notification of the decision of the Board to parent(s) within 24 hours of the hearing.

Step VIII: Parents may, within 30 days of the date of the hearing, request a copy of the transcript.

Step IX: Parents may appeal the local Board's decision to the CT State Board of Education within 20 days of the decision.

5020 AFFIDAVIT OF GUARDIANSHIP

(Student living with New Canaan resident)

TO: THE NEW CANAAN BOARD OF EDUCATION
39 Locust Avenue
New Canaan, CT 06840

Date:

To the Board of Education Members of the Town of New Canaan:

We, the undersigned,

(Name of parents)

and whose address is:

(Address of parents)

wish to advise you that our child,

(Name of child)

will reside in New Canaan during the school year 20__ to 20__ at the home of:

(Name and address of New Canaan resident with whom child will live)

For the following reason(s):

He/she will be attending

_____/Grade_____

(Name of school and grade level)

So that the New Canaan Board of Education will be in a position to enforce any disciplinary actions, obtain any medical consents or make similar decisions relating to this child; obtain signatures on, or approvals of, report cards and the like; have conferences with teachers and other school officials relating to this child; and to make other educational decisions relative to this child, we hereby appoint and designate the aforesaid New Canaan resident to act for us and in our place and stead in connection with all or any one of the foregoing matters relating to the education of our child in the New Canaan Public School system during the school year of 20__ to 20__ .

In signing this document, both the parent(s) and New Canaan resident(s) are aware that:

The laws governing education do not permit a child to attend a public school in a community other than that in which the child legally resides when such a change of residence is made solely for the purpose of attending the schools of another community.

No town is required to provide school accommodations to children residing with relatives or non-relatives unless it is the intention of the parties concerned that such residence is to be permanent, in effect seven days a week, and provided without pay.

In the event that it is discovered at any time after the child is enrolled in the New Canaan Public School system, that the child is not a bona fide resident of the Town of New Canaan, the Board of Education may, in its sole discretion:

Dismiss the child from school; and

Impose a penalty charge on the parent of the child and the resident with whom the child resides. The penalty charge will be based upon the per pupil expenditure as determined annually by the Board of Education.

The tuition charge may be imposed for the current school year and for any past year in which the child was improperly enrolled in the New Canaan Public School system.

NOTARY for Parents

By signing this Agreement, we (the parents) hereby acknowledge our legal responsibility for said tuition charges if the child named above is not a bona fide resident (as described above) of the Town of New Canaan.

On this the day of _____, 20__

(Type or print name of the New Canaan resident)

(Signature of the New Canaan resident)

The above party is known to me (or has satisfactorily proven his/her identity) and acknowledged that he/she subscribed to this Agreement and acknowledge that he/she executed same for the purposes therein contained as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal

(Notary Public)

STATE OF

COUNTY OF

STUDENTS-5020-A

5020-A AFFIDAVIT OF RESIDENCY

(Parent living with child at a New Canaan residence)

TO: BOARD OF EDUCATION
39 Locust Avenue
New Canaan, CT 06840

Date:

To the Board Members:

I wish to advise you that my child(ren) and I will be residing in New Canaan, Connecticut during the school year 20__ to 20 __.

My name is:

My previous address:

My child(ren)'s name(s), grade level, and the New Canaan school(s) to be attended:

Name, address and phone number of New Canaan resident with whom we are residing:

For the following reason(s):

Relationship of New Canaan resident to parent:

A. In signing this letter, the signatories are aware that (1) the laws governing education do not permit a child to attend a public school in a community other than that in which the child legally resides when such a change of residence is made solely for the purpose of attending the schools of another community, and (2) no town is required to provide school accommodations to children residing with relatives or non-relatives unless it is the intention of the parties concerned that such residence is to be permanent and provided without pay.

B. In the event that it is discovered at any time after the child is enrolled in the New Canaan Public School system, that the child is not a bona fide resident of the Town of New Canaan, (as described above) the Board of Education may, in its sole discretion:

1. Exclude the child from school for the balance of the school year;
2. Impose a tuition charge on any parent and any resident with whom the child(ren) resides, which tuition charge will be based upon the per pupil expenditures as determined by the Board of Education for the school year during which the child is enrolled. The tuition charge may be imposed for the current school year or for any past year in which the child was enrolled in the New Canaan Public School system, although not a bona fide resident of the Town of New Canaan.

By signing this Agreement, we hereby acknowledge our legal responsibility for said tuition charges if the child(ren) named above is not a bona fide resident of the Town of New Canaan.

Signature of New Canaan resident

Date:

Signature of parent residing with New Canaan resident

Date:

NOTARY for Parents

By signing this Agreement, we (the parents) hereby acknowledge our legal responsibility for said tuition charges if the child named above is not a bona fide resident (as described above) of the Town of New Canaan.

On this the day of _____, 20__

Before me, personally appeared the parent:

(Type or print name of parent)

(Signature of parent)

The above party is known to me (or has satisfactorily proven his/her identity) and acknowledged that he/she subscribed to this Agreement and acknowledge that he/she executed same for the purposes therein contained as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal

(Notary Public)

STATE OF

COUNTY OF

NOTARY for New Canaan Resident

By signing this Agreement, we (the New Canaan residents) hereby acknowledge our legal responsibility for said tuition charges if the child named above is not a bona fide resident (as described above) of the Town of New Canaan

On this the day of _____, 20

Before me, personally appeared the resident:

(Type or print name of the New Canaan resident)

(Signature of the New Canaan resident)

The above party is known to me (or has satisfactorily proven his/her identity) and acknowledged that he/she subscribed to this Agreement and acknowledge that he/she executed same for the purposes therein contained as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal

(Notary Public)

STATE OF

COUNTY OF

5100 AGE OF ENTRANCE AND GRADE PLACEMENT IN THE SCHOOL SYSTEM

The Board of Education shall provide education for all persons who are five years of age and who are under twenty-one years of age who have not graduated from a high school or vocational school. Special education shall be provided for children who have not attained school age but have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the care of children seven years of age and older and under sixteen years of age are obligated by Connecticut law to cause any such child to attend public school or its equivalent.

Children reaching the age of five on or before January 1, will be eligible to enter kindergarten the preceding September.

Children reaching the age of six on or before January 1, will be eligible to enter first grade the preceding September.

The grade placement of children transferring into the New Canaan schools shall be determined by the child's previous placement.

Grades 1 and 2: Children who apply for admission to the first or second grade on the basis of prior school outside the district will be placed initially in the grade their age indicates, pending their observation by classroom teachers, guidance personnel, and the school principal. After these observations are completed, the principal will determine the final grade placement of the children.

Other Grades: Children who apply for admission to grades three through twelve on the basis of prior schooling outside the district will be placed initially on the grade level they have reached elsewhere. The school principal will determine subsequently whether there should be any change in the grade placement of the children.

Children who apply for admission shall be placed initially on the basis of their previous grade placement. After observation by the classroom teachers, guidance personnel, and the building principal, the final grade placement will be determined by the building principal.

Exceptions

Children may be placed at a different grade level than age or prior placement would indicate if deemed appropriate by the principal and parents.

BOE Committee 12/14/92

BOE Approved 10/18/93

5120 CHILDREN OF NON-RESIDENT TEACHERS

When deemed appropriate by the administration, children of non-resident public school teachers are permitted to attend the New Canaan Public Schools at no cost to the parent. Such placements will be reviewed annually by the Superintendent. However, the parent is responsible for transporting children to the nearest bus stop in New Canaan.

BOE Approved: 4/23/1956

5130 ELEMENTARY SCHOOL ASSIGNMENTS

Students enrolled in kindergarten through grade 5 shall attend the school serving their residential area as defined by the Board of Education.

EXCEPTIONS IN SCHOOL PLACEMENT

Parents may request in writing an elementary school placement outside the elementary district in which they reside. The request shall be made to the Superintendent and the principal of the school the parents wish the child to attend.

Transfers will be granted on the basis of:

The availability of space in the receiving school.

Children who have previously attended the receiving school shall be given preference in granting transfer requests.

Special consideration shall be given to Special Education placement needs or hardship requests.

Parents of children attending school outside their residential areas are responsible for transportation.

New Canaan residents shall always have priority in placement over non-resident students.

All special attendance placements are subject to initial approval and annual review by the Superintendent, and shall be reported annually to the Board of Education.

BOE Committee 07/13/93

BOE Approved 10/18/93

5131 VIDEO MONITORING

The Board finds that it is appropriate to provide for the use of video camera monitoring in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students, staff and the public, via posting, that video monitoring may/will occur on any school property or on any transportation vehicle.
2. The use of video monitoring equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of video monitoring equipment on school grounds and on other district property shall be supervised and controlled by the school administrator (or his/her designee).
3. The use of video monitoring and recordings from monitoring equipment shall be subject to the other policies of the district, including policies concerning the use and maintenance of student and personnel records. Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established BOE policy and administrative regulations governing student conduct and discipline.
4. The recordings from video monitoring equipment may be used to assist school administrators in regulating student conduct, promoting the order, safety and security of students, staff and property, or for other appropriate purposes as determined by the building principal or designee or the transportation supervisor.

To BOE for 1st read: 7/8/13

Approved: 7/22/13

5140 ATTENDANCE AND EXCUSES

Parents shall be responsible for their children attending school regularly during the hours when school is in session. Accurate records shall be kept of the attendance of each student via the district's electronic student data system. The district's BOE policy reflects changes to legislation regarding student attendance and truancy (Connecticut General Statutes adopted June, 2012).

Excused Absences

A student's absence (*1) from school shall be considered excused if written documentation (*2,*3) of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

For absences 1-9, written or telephoned excuses for such absences shall be submitted to school officials by the parent or guardian. All other absences, with or without written or telephone explanation, shall be considered unexcused.

For the 10th absence and all absences thereafter, a student's absence from school is considered excused for the following reasons:

- a. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
- b. student's observance of a religious holiday;
- c. death in the student's family or other emergency beyond the control of the student's family;
- d. mandated court appearances (additional documentation required);
- e. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
- f. extraordinary educational opportunities pre-approved by the Superintendent of Schools and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences:

A student's absence from school shall be considered unexcused unless: it meets one of the following criteria:

- a) the absence meets the definition for an excused absence (including documentation requirements); or

-
- b) the absence meets the definition of a disciplinary absence.

Disciplinary Absences:

Absences that are the result of school or district disciplinary action are excluded from these definitions.

Connecticut State Board of Education policy states that "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' is considered absent.

*1. Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official who 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.

*2. 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. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence.

*3. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

BOE Committee 01/19/93

BOE. Approved 10/18/93

1st read to BOE 7/8/13

Approved BOE 7/22/13

5150 UNEXCUSED ABSENCE AND TRUANCY

The Superintendent of Schools shall provide for a system of monitoring attendance and notifying parents when students are absent. Such system may include the use of school personnel or volunteers under the direction of school personnel. The Superintendent of Schools shall provide for the annual submission of a report to the State Department of Education on the number of students enrolled in schools defined as truant.

A truant is defined as a student enrolled in Kindergarten through Grade 12 who has four unexcused absences from school in any one month or ten unexcused absences from school in any one school year, and a habitual truant is defined as a student who has twenty unexcused absences within a school year (See students 5140 for clarification of unexcused /excused absences).

Attendance Requirement for High School Course Credit

High school course credit is based on both academic achievement criteria and attendance. Credit will be denied in cases of excessive absenteeism or tardiness. The number of absences permitted in each course before credit is denied is:

Semester courses meeting daily: 12 total absences (excused and unexcused)

Semester courses meeting on alternate days: 6 total absences (excused and unexcused)

Quarter courses meeting daily: 6 total absences (excused and unexcused)

Quarter courses meeting on alternate days: 3 total absences (excused and unexcused)

Any absences (excused or unexcused) or groups of three tardies (three tardies = one unexcused absence) beyond the above listed numbers will result in loss of credit. School affiliated activities (field trips, standardized testing, athletic events, special assemblies) which cause absence from class are the only absences that do not count toward loss of credit.

The Superintendent of Schools shall develop appropriate administrative regulations and procedures concerning unexcused absences and truancy.

The Appeals Process

The Appeals Board will accept prior documentation of unique circumstances. However, the appeal process only goes into effect at the end of each semester. Students wishing to appeal will be instructed by a Loss of Credit Letter to submit a written request and supporting documentation to the chairperson of the Appeals Board by noon on the first day of semester exams. The supporting documentation must include justification for all absences and verification that the student has continued all classroom responsibility since the loss of credit occurred. If a student has been absent due to chronic illness, a statement from a physician

must be on file with the school nurse. Appeals will only be considered if the student can show that there were unusual or extenuating circumstances causing the numerous absences. If a hearing is deemed necessary, the student and parents will be notified of the date and time. In addition to the Appeals Board membership, the student and/or parents are invited to attend the hearing.

In reaching decisions on reinstatement of credit, the Appeals Board will reference all absences to the non-school related Requirements for Excused Absences as indicated below:

- Student's illness
- Death in the student's family
- Mandated court appearance
- Student's observance of a religious holiday
- College visit which includes a college documented interview and/or audition
- Emergency medical appointment beyond the control of the student's family
- Lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason);
- Extraordinary educational opportunities pre-approved by the Superintendent of Schools and in accordance with Connecticut State Department of Education guidance.

Absences that are not excused within the 48 hour grace period and are, thus, unexcused, will endanger any reinstatement of credit. Credit will be reestablished only if it can be demonstrated that there were major extenuating circumstances that were absolutely beyond the student's and parents' control. If credit is lost, the student's transcript will report 0.0 credit to the course grade. The grade will be included in the student's grade point average and may be used as a course prerequisite. If a student does not have valid reasons for appealing loss of credit, the student should contact his/her counselor to identify ways to make up the credit.

(Legal Reference: Public Act 90-240, and 91-3031).

BOE Committee 01/11/93

BOE Approved 10/18/93

Amendment Proposed 04/15/96

BOE Approved 05/06/96

1st read to BOE 7/8/13

Approved BOE 7/22/13

5160 DISCIPLINE, SUSPENSION AND EXPULSION

Definitions

“Exclusion” shall be defined as any denial of public school privileges to a pupil for disciplinary purposes.

“Removal” shall be defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 (ninety) minutes.

“In-school suspension” shall be defined as an exclusion from regular classroom activity for no more than five (5) consecutive 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.

“Suspension” shall be defined as an exclusion from school privileges or from transportation services only 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.

“Expulsion” shall be defined as an exclusion from school privileges 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 pupil was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

“Emergency” shall be defined as a situation under which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of the pupil as possible.

“Days” shall mean days when school is in session for pupils.

“School-Sponsored Activity” shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

“Principal” refers to the school principal or his/her designee.

Notice to Pupils of Board Policies

The Board shall assure that all pupils within its jurisdiction are informed, at least annually, of Board policies concerning pupil conduct.

Removal from Class

Each teacher shall have the authority to remove a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom, provided no pupil shall be removed from class more than six (6) times in any year nor more

than two (2) times in one (1) week, unless such pupil is referred to the building principal or his/her designee and granted an informal hearing, at which such pupil shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

Whenever any teacher removes a pupil from the classroom, such teacher shall send him/her to a designated area and shall immediately inform the building principal or his/her designee as to the name of the pupil against whom such disciplinary action was taken and the reason therefore.

Actions Leading to Suspension and/or Expulsion

Pupils may be suspended and/or expelled for engaging in conduct that endangers persons or property or is seriously disruptive of the educational process or that violates a publicized policy of the Board. Such acts include, but are not limited to, the following:

Conduct causing a threat of danger to the physical well-being of himself/herself or other people; or

Striking or physically assaulting another person where such conduct is not necessary for self-defense; or

Causing or attempting to cause damage to public property; or stealing or attempting to steal public property; or

Causing or attempting to cause damage to private property; or

Taking or attempting to take, personal property or money from another person or from his/her presence by means of force or fear; or

Possessing or transmitting any weapon, deadly weapon, firearm, firearm facsimile, paintball gun, BB gun, knife, explosive or other dangerous object; or

Possessing, using, transmitting or being under the influence of any unprescribed controlled substance, unauthorized, illegal or dangerous drugs, narcotics, hallucinogenic drug, amphetamines, barbiturates, alcoholic beverage, tobacco product, or intoxicant of any kind; or

Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any unprescribed controlled substance, illegal, unauthorized or dangerous drugs, narcotics, hallucinogenic drug, amphetamines, barbiturates, marijuana, alcoholic beverage, or intoxicant of any kind; or

Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or school premises or other building owned by any school district, and failure to leave such premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility; or

Intentional incitement of unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district; or

Using or copying the academic work of another and presenting it as his/her own without proper attribution or allowing such use and/or copying of the pupil's own work by another; or

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; or

Open defiance of the authority of any teacher or person having authority over the pupil, including verbal abuse; or

Repeated unauthorized absence from school in violation of the Board's truancy policy; or

Intentional incitement of truancy by other pupils; or

Falsely activating fire alarm or other safety systems; or

Falsely reporting the presence of a bomb or other explosive device at the school; or

Unauthorized possession of paging devices, beepers, cellular phones, or other electronic communication devices.

Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.

Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.

Contraband items may be seized by teachers or administrative staff, and retained until all disciplinary procedures are completed.

Procedures Governing Suspension

The principal, or his/her designee, in each school building shall have the authority to invoke suspension, for a period of up to ten (10) days or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in subsection 4 above, in accordance with the procedure outlined in paragraph 3 of this section, provided, however, the principal or the Superintendent of Schools shall have the authority to immediately suspend from school any student or pupil when an emergency exists. If an emergency situation exists, the hearing outlined in paragraph C of this section shall be held as soon after the suspension as possible.

In the case of suspension, the principal shall notify the Superintendent of Schools within twenty-four (24) hours of suspension as to the name of the pupil who has been suspended and the reason therefore. Any pupil who is suspended shall be given the opportunity to complete any class work, including, but not limited to, examinations that such pupil missed during the period of suspension.

Except in the case of an emergency, a pupil shall be afforded the opportunity to meet with the principal and to answer the charges against him/her prior to the effectuation of any period of suspension or in-school suspension. If, at such meeting, the pupil denies the

charges against him/her, he/she may, at the time, present his/her version of the incident(s) upon which the proposed suspension is based. The principal shall then determine what action, including suspension or in-school suspension, is warranted. In determining the length of a suspension period, the principal may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion of such pupil.

No pupil shall be suspended more than ten (10) 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 Section V C. is first granted.

No pupil shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

Notice of a suspension and the conduct for which the pupil was suspended shall be included on the pupil's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the pupil graduates from high school.

In-School Suspension Center

The Board authorizes the administration to establish and operate an in-school suspension center(s), designed to reduce the number of students assigned to out-of-school suspensions and help students become better adjusted to the tasks required in the regular school program. The center(s) shall provide controlled and restrictive educational programs for students. Prior to the start of each calendar year, the Principal of each school where such a center will operate will so notify the Superintendent.

Notification to Parents or Guardian Regarding Suspension or Removal from Class

The parents or guardian of any pupil suspended or removed from class shall be immediately informed of such disciplinary action and shall receive written notification within twenty-four (24) hours of the time of the institution of the period of suspension. Parents will meet with an administrator prior to the reinstatement of the student following the suspension.

Procedures Governing Expulsion

The Superintendent of Schools may recommend to the Board of Education the expulsion of any student for one or more of the reasons stated in section IV if, in his/her judgment, such disciplinary action is in the best interest of the school system. Notwithstanding the foregoing, the Superintendent shall recommend expulsion when he/she reasonably believes that a student:

was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or

off school grounds, possessed a firearm as defined in 18 USC 921, in violation of Conn. Gen. Stat. 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of crime; or;

was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

As used in this section, a firearm as defined in 18 USC 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than 1/2" in diameter).

“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.

“Dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle.”

“Martial arts weapon” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

Mandatory Expulsion

In keeping with Conn. Gen. Stat. §10-233d and the “Gun Free Schools Act,” it shall be the policy of the Board to expel a student for one full calendar year for: the conduct described in Section VIII (A) [subsections 1-3, inclusive] above. The Board may modify the term of expulsion on a case-by-case basis.

Procedures for a Hearing

The procedures for a hearing shall be provided prior to the effectuation of any expulsion unless an emergency exists. If an emergency situation does exist, such a hearing shall be held as soon after the expulsion as possible.

Upon recommendation of expulsion by the Superintendent, the Board of Education shall notify the pupil concerned, and his/her parents, or the pupil if he/she has attained the age of 18, that expulsion from school will be considered at a hearing to be scheduled within ten (10) days of the suspension. The Board of Education shall hold the hearing, or establish an impartial hearing panel of one or more persons, to conduct the hearing in accordance with the “hearing procedure” set forth in paragraph E below. The date for such a hearing may be extended by agreement of the parties or because of an unavoidable emergency. Should the Board conduct the hearing, three (3) members of the Board shall constitute a quorum for an expulsion hearing. If an impartial hearing panel is established, no member of the Board shall be a member of the hearing panel.

The procedures of any hearing conducted under this section shall be determined by the hearing officer or Board president as appropriate, but shall at least include the right of the pupil to:

Notice of the proposed hearing which shall include a statement of the time, place and nature of the hearing; a statement of the legal authority and jurisdiction under which the hearing is to be held; a reference to the particular statutes and policies involved; and 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 pupil. The statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Thereafter, upon request from a student concerned, a more definite and detailed statement of the issues shall be furnished. Whenever notice is issued to a pupil between the ages of sixteen (16) and eighteen (18) or the parents or guardian of such pupil that an expulsion hearing will be held, the notification shall include a statement of the conditions under which the Board is not required to offer an alternative educational opportunity to the pupil.

The opportunity to be heard in his/her own defense;

The opportunity to present witnesses and evidence in his/her defense;

The opportunity to cross-examine adverse witnesses; except that the Board may accept hearsay evidence from a witness against the pupil if the Board believes that fear on the part of the witness would prevent the giving of accurate testimony.

The opportunity to be represented by counsel;

The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the pupil concerned.

A pupil may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel, provided that there are at least three (3) votes cast in favor of expulsion. Alternatively, a student may be expelled by the decision of an impartial hearing panel established pursuant to Conn. Gen. Stat. § 10-233d (b) and Section X- B of this policy.

The record of any hearing held in an expulsion case shall include the following:

All evidence received and considered by the Board of Education;

Questions and offers of proof, objections and rulings on such objections;

The decision of the Board of Education rendered after such hearing;

Written notices related to the case;

The official transcript or recording of the proceeding.

Rules of evidence at expulsion hearings shall include the following:

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 to other evidence, the Board of Education may receive and consider other evidence

of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion of such pupil.

The Board of Education shall give effect to the rules of privilege by law.

In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby.

Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available, provided, however, that any party to a hearing shall be given an opportunity to compare the copy to the original.

A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and true disclosure of the facts.

The Board of Education may take notice of judicially recognizable 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 material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed.

A tape recording or stenographic record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceeding shall be provided only 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.

Notice of the expulsion and the conduct for which the pupil was expelled shall be included on the pupil's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon as described in Section VIII [3] shall be expunged from the cumulative educational record if the pupil graduates from high school.

The Board may, in a hearing in accordance with Conn. Gen. Stat. § 10-233d (a), adopt the decision of a pupil expulsion hearing conducted by another school district. The pupil shall be excluded from school pending such hearing. The excluded pupil shall be offered an alternative educational opportunity in accordance with section XIII of this policy.

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

If a pupil enrolls in the district while an expulsion hearing is pending in another school district, such student shall not be excluded from school pending completion of such expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the pupil or to conduct its own expulsion hearing.

Procedures Concerning Students Who Have Previously Been Identified as Having One or More Disabilities under the IDEA and/or Section 504 of the Rehabilitation Act.

Notwithstanding the foregoing, the following procedures shall apply to students who have previously been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a “student with disabilities”)

The placement of a student with disabilities may be changed as a disciplinary measure under the following circumstances:

School personnel may transfer a student with disabilities to an appropriate interim alternative educational setting, another setting, or suspension for not more than 10 school days per school year if such disciplinary action would also apply to students without disabilities; or

School personnel may transfer a student with disabilities to an appropriate interim alternative educational setting for not more than 45 calendar days if the student was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g) (2), as amended from time to time, on school grounds or at a school-sponsored activity, or knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or

School personnel may take disciplinary action against a student with disabilities that would be taken against similar behavior by a student without disabilities, including expulsion, if a PPT review of the relationship between the student’s disability and the behavior subject to disciplinary action concludes that the student’s behavior was not a manifestation of the student’s disability. Under such circumstances, the Board of Education must continue to provide a free appropriate public education to the student with disabilities.

Notwithstanding any provision to the contrary, if disciplinary action is considered as a consequence of a student with disabilities conduct, or if the Board of Education is contemplating a change of placement for more than 10 school days per school year for a student with disabilities who has engaged in other behavior that violated any rule or code of conduct of the school district that applies to all students with or without disabilities, the following procedures shall apply:

If a student with disabilities engages in conduct that would lead to a recommendation for disciplinary action not contemplated by a child’s behavior plan, the parents of the student must be notified of the decision to take disciplinary action on the date on which the decision to take that action was made and must also receive notice of all special education procedural safeguards; and

In the case of a recommendation for expulsion, or a disciplinary action that would result in the suspension of a student with disabilities for greater than 10 school days per school year, the district shall convene the student’s planning and placement team (PPT) as soon as possible, but in no case later than 10 school days after the recommendation for such discipline was made for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for such discipline, in order to determine whether the student’s behavior was a manifestation of his/her disability. During the process of manifestation review, a student may be suspended for up to 10 school days.

A student with disabilities must not be suspended for more than ten days per calendar year, without the district's conducting a manifestation PPT.

If the PPT finds that the behavior was a manifestation of the student's disability, the district shall not proceed with the recommendation for expulsion, and shall curtail any further suspension. The PPT shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff. If the IEP of the student with disabilities does not contain a current behavior intervention plan, the PPT must develop a behavior intervention plan to address the behavior that led to the disciplinary action. If the IEP of the student with disabilities contains a current behavior intervention plan, the PPT must convene as necessary to review and/or modify the behavior intervention plan.

If the PPT finds that the behavior was not a manifestation of the student's disability, the district may proceed with the recommended expulsion or continue the suspension, to the extent that a student without a disability would be subject to such discipline. During any period of expulsion, or suspension of greater than 10 days per school year, a student with disabilities under the IDEA shall receive an alternative educational plan in accordance with the IEP as modified by the PPT in light of the student's exclusion. The special education and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for exclusions of greater than 10 school days per school year.

The Board of Education may report a crime committed by a student with disabilities to the appropriate law enforcement authority. When the Board reports such a crime, copies of the student's special education and discipline records must be transmitted for consideration by the authorities who received the report of the crime.

Notification to Parents or Guardian of an Expulsion

The parents or guardian of any pupil expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion.

The Superintendent of Schools shall forward to the pupil concerned and his/her parents, or the pupil if he/she has attained the age of 18, a copy of the "Procedures Governing Expulsion."

Alternate Program

Subject to the terms of section B (below), whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer such student an alternative education program. The parent(s) of such student has the legal right to reject such a program without being subject to the truancy law. Whenever the Board of Education expels a pupil between sixteen (16) and eighteen (18) years of age for the first time, such pupil shall be offered an alternative educational opportunity subject to conditions established by the Board. The age limitations for the provision of an alternative educational opportunity shall not apply to pupils requiring special education as defined by Connecticut law.

Notwithstanding the provisions concerning the provision of an alternative educational opportunity for pupils between the ages of sixteen (16) and eighteen (18), the Board of

Education shall not be required to offer such alternative to any such pupil who is expelled because of conduct that endangers persons, if it was determined at the expulsion hearing that the conduct for which the pupil was expelled involved carrying on or introducing onto school property or at a school-sponsored activity a dangerous instrument, deadly weapon or firearm; or offering for sale or distribution on school property or at a school-sponsored activity a controlled substance as defined in Conn. Gen. Stat. § 21a-240, § 21a-277 or § 21a-278. The provisions of this subsection shall not apply to pupils requiring special education.

Expulsion for the Sale or Distribution of a Controlled Substance or for Possession of a Deadly Weapon or Firearm

Whenever a student is expelled for the sale or distribution of a controlled substance, the Board shall thereafter refer the pupil to an appropriate State agency, in accordance with Conn. Gen. Stat. § 10-233d (e).

Whenever a student is expelled for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the Superintendent shall report the violation to the local police.

Legal References: Connecticut General Statutes

10-233a Definitions	employees in damage suits; expenses of litigation
10-233b Removal of pupils from class	10-236a Indemnification of educational personnel assaulted in the line of duty
10-233c Suspension of pupils	
10-233d Expulsion of pupils	4-176e - 4-180a, inclusive
10-233e Notice as to disciplinary policies and action	Individuals with Disabilities Act, 20 U.S.C. 1400 et seq. as amended by the Individuals with Disabilities Education Act Amendments of 1997 (P.L. 105-17)
10-233f In-school suspension of pupils	
10-235 Indemnification of teachers, Board members and	
BOE COMMITTEE 03/30/93	
BOE APPROVED 10/18/93	
AMENDED VERSION APPROVED 05/18/98	

5161 POLICE IN THE SCHOOLS

Education Records

A Principal, Assistant Principal or their designee (each, a "Principal") shall allow the police to inspect and copy any public records maintained by the school, including student directory information. However, the police or other enforcement officials may not inspect and/or copy confidential student education records except in emergency situations or by court order.

If certain information in a student's education record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the police that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety, the need of the information to meet the emergency situation, and the extent to which time is of the essence.

Search Procedures on School Grounds

If a Principal has reasonable grounds for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated or is violating the law or the rules of the school, such Principal may search the student's pockets, pocket book, book bag, cell phone, PDA (personal digital assistant), desk, locker, vehicle or any similar location within the student's control. If the search uncovers evidence of criminal misconduct, the evidence may be turned over to the police.

Under no circumstances shall school officials conduct a "strip search" of a student. A strip search is defined as a search of a student's person, which requires the student to remove his/her clothing in order to determine if any evidence is concealed within the student's undergarments or on the body. The term does not include the removal of outer garments such as coats, gloves, hats or shoes. In the event there is probable cause to believe that a student has concealed or is concealing evidence of criminal misconduct within his/her undergarments, the police may conduct the search in accordance with applicable New Canaan Police Department policies including, if necessary, pursuant to a valid search warrant.

Interrogation and Arrest Procedures on School Grounds

Police investigations involving the questioning of students should be conducted, whenever possible, during non-school hours and off school premises. Questioning of students shall not be permitted on school premises unless in connection with a crime allegedly committed on the premises or in connection with an investigation which, if such questioning were not immediately permitted, would comprise the success of that investigation or endanger the lives or safety of the students or other persons.

The standard operating procedures for the investigation of alleged crimes taking place on school premises and the interrogation and arrest of students in school shall be as follows:

1. Interrogation Procedures: In the event an alleged crime is committed on school grounds, the police, with the assistance of a Principal, may:
 - a) Question any witnesses to determine that a crime was committed and who committed the crime. The police shall have the general authority to question or interrogate any student on school premises who may have information about criminal misconduct. The questioning shall be conducted in cooperation with and in the presence of a Principal, unless there is an emergency situation, in which case the police may interrogate a student without the presence of a Principal.

Question the student suspected of committing the crime. The questioning shall be conducted in cooperation with and in the presence of a Principal, unless there is an emergency situation, in which case the police may interrogate the student without the presence of a Principal. The suspect shall be informed generally of the purpose of the investigation and given an opportunity to present informally his/her knowledge of the facts. If the suspect wishes to remain silent, to contact his/her parents, guardian or an attorney, or to end the interview, for any reason, the questioning should cease. A suspect's request to end the interview should be granted unless there is a reasonable cause to detain the student for further questioning. Whenever possible and if appropriate, the suspect should not be arrested during the initial interview or interrogation.
 - b) Notwithstanding the foregoing, a principal shall immediately notify the parents or guardian of any student that the police intend to question, whether as a witness or a suspect, as to the nature of the investigation and other relevant details, and the principal shall seek the consent of the parents for such questioning. Absent an emergency situation, no questioning of students on school grounds, whether as a witness or a suspect, shall take place without the prior consent of at least one parent or a guardian of the student.
 - c) During any questioning of students, care shall be taken to maximize the private nature of the questioning.
2. Whenever possible and appropriate, arrests of students should be made during non-school hours and away from school premises. When an arrest on school premises during school hours is necessary, such arrest shall be effectuated in such a manner as to minimize the embarrassment to the student being arrested, so long as the safety and welfare of students or other persons is in no way jeopardized.

If a student is arrested, the student should be advised prior to further questioning by the arresting officer that:

- a) the student has the right to remain silent;
 - b) anything that the student says may be used against him/her in a court of law;
 - c) the student, if under 17 years of age, has a right to have a parent, guardian or custodian present during questioning;
 - d) the student has a right to talk with an attorney before additional questions may be asked, that the student has a right to have such attorney present during questioning, and if the student cannot afford to hire an attorney, one will be appointed for him/her before any questioning; and
 - e) if the student decides to answer questions now, he/she will still have the right to stop answering questions at any time in the future.
3. A principal shall ascertain the facts from the arresting officer which will enable such principal to fully advise the student's parents or guardian of the nature of the charge, the identity of the arresting officer, and the location of the student. The principal shall make every effort to immediately notify the parents or guardian of the arrest and the circumstances surrounding it.

[See also Administrative Regulation #1600, Relations with Law Enforcement Agencies. To the extent that the provisions of Administrative Regulation #1600 conflict with this Board of Education Policy #5161, the terms of Policy #5161 shall govern].

BOE Committee 07/13/93

BOE Approved 10/18/93

Revised version to BOE 4/12/10

2nd read /Approved 5/10/10

5162 BULLYING PREVENTION AND INTERVENTION POLICY

Related policies: Civility (#1630), Police in the Schools (#5161), Wellness (#5465), Prevention of Youth Suicide (#5700)

See also: Ad Reg. #5162, “Safe School Climate Plan”

The New Canaan Board of Education [hereafter referred to as the Board] is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board’s Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior 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 Board of Education.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, “**Bullying**” means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the New Canaan Public Schools [NCPS], or a physical act or gesture by one or more students repeatedly directed at another student attending school in the NCPS, 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, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

For purposes of this policy, "**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.

Consistent with the requirements under state law, the Board authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

1. enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying 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 oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying 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;
7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require each school to notify the parents or guardians of students who commit any verified acts of bullying 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;
9. require each school to invite the parents or guardians of a student who commits any verified act of bullying 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 safety of the student against whom such act was directed and to prevent further acts of bullying;
10. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying 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 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;
13. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
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 constitute criminal conduct;
15. prohibit bullying (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 (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 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 Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) 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. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Not later than thirty (30) calendar days after approval of the Bullying Prevent and Intervention policy by the Board, the Board shall make such policy available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and student handbooks (on next date of print publication).

Legal References:

Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws

Conn. Gen. Stat. 10-145a

Conn. Gen. Stat. 10-145o

Conn. Gen. Stat. 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

Conn. Gen. Stat. §§ 10-233a through 10-233f

1st read December 16, 2002 Adopted: January 13, 2003

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5163 SCHOOL RESOURCE OFFICER

Purpose

The New Canaan Public Schools system strives to provide its students and staff members with as safe, secure and orderly a school and work environment as possible. In furtherance of this goal and in full cooperation with the New Canaan Police Department, the Board of Education has agreed to the placement of a School Resource Officer ("SRO") in New Canaan High School and in Saxe Middle School.

It is the shared responsibility of the Board of Education, the Superintendent, the New Canaan Public Schools' administrators, the New Canaan Police Department, and the SRO to ensure that the relationship between the school district and our local law enforcement agency serves the positive purposes for which it is intended.

School Resource Officer Defined

School Resource Officers are "peace officers" as defined in Connecticut General Statutes and as such are commissioned with full arrest powers, the authority to wear a uniform in the conduct of their duties, and the right to carry a firearm.

Basic Qualifications of the SRO

The basic qualifications of the SRO shall include that the SRO:

- be a commissioned officer employed by the New Canaan Police Department with a minimum of two (2) years of law enforcement experience;
- possess a sufficient knowledge of all applicable Federal and Connecticut laws and Board of Education policies and regulations;
- possess communication skills that will enable the officer to function effectively within the school environment; and
- possess such other qualifications as the New Canaan Police Department shall determine.

Duties of School Resource Officer

The duties of the SRO shall include, but not necessarily be limited to, the following:

1. promoting a positive relationship between students and law enforcement personnel, including the fostering of educational programs and activities designed to increase each student's knowledge of and respect for the law, and for the function of law enforcement agencies;

2. working collaboratively with school personnel in the detection, observation, prevention, investigation, and reporting of any potentially unlawful act; notwithstanding the foregoing, in the absence of exigent circumstances, the SRO will not act independently of the school administration.
3. working to identify, intervene and communicate with at-risk students;
4. working with school personnel to provide in-service training to professional staff with regard to crisis management and school security, and maintaining a continuous working knowledge of Cardiopulmonary Resuscitation (CPR) and First Aid;
5. protecting students, staff, school district property and all other persons and property in the schools and on the school grounds; and
6. attending school-sponsored events and other extracurricular activities held at the New Canaan High School when feasible.

Law Enforcement Procedures

In the event the SRO is actively engaged in the investigation of any potentially unlawful act and such investigation includes discussions with students that may be involved in such act, the SRO shall clearly identify himself/herself as a police officer to those students and shall follow the procedures set forth in Board of Education Policy #5161, "Police in the Schools."

BOE 1st read: 02/08/10

BOE Approved: 02/22/10

5170 STUDENTS WITH SIGNIFICANT HEALTH CARE NEEDS

The New Canaan Board of Education recognizes the relationship between health and learning and believes that students with significant health care needs should have access to safe and appropriate educational opportunities.

Goals:

1. To protect the safety and maintain the health of children who have specialized health care needs through the use of Individualized Health Care Plans (IHCP) that are:
 - a) developmentally appropriate
 - b) provide appropriate educational opportunities
 - c) focus on the prevention of health complications and learning interruptions
 - d) promote independence, self- advocacy and competence in self-care.

2. To ensure that interventions in IHCPs for students with significant health care needs are based on:
 - a) medically accurate information
 - b) evidence-based practices
 - c) district policies
 - d) collaboration between the school team, students, families and health care providers

Categories of students with significant health care needs include, but are not limited to, the following:

- Chronic disease/disorder
- Chronic infection
- Physical condition
- Psychological condition
- Acquired condition
- Acute illness
- Temporary condition

REFERENCES: Centers for Disease Control and Prevention, National Center for Health Sciences (2003) national survey of children with special health care needs, maternal child Health bureau.; <http://mchb.hrsa.gov/chscn/pages/prevalence.htm>; Red Book report of the Committee on Infectious Diseases (2009) of the American Academy of Pediatrics: <http://www.aapredbook.aapublications.org>; Shaw, S., Glaser,S., Stern, M., Sferdenschi, C., and McCabe, P. (2010). Responding to Student Chronic Illnesses. Principal Leadership, March 2010, 12-18;_Connecticut General Statutes:52-557b- Immunity from liability for emergency medical assistance; 10-212a Administration of medication in school; 10-220i Transportation of students carrying cartridge injectors; P.A. 89-246)

BOE Committee 06/14/93; BOE Approved 10/18/93;
Policy revision and update: 1st read: 11/19/12; 2nd read & approved: 12/3/12

AR 5170

5170 STUDENTS WITH SIGNIFICANT HEALTH CARE NEEDS

In order to promote the health, safety and education of students with significant health care needs, NCPS has set forth the following procedure to be implemented by school nurses. Consultation with the nursing supervisor and school medical advisor shall be on an as needed basis.

Each school nurse, under the direction of the school nursing supervisor, will:

1. identify students with significant health care needs based on medical information provided by parents and physicians. Students may require an individualized health care plan (IHCP) that may include, if necessary, an individualized emergency care plan (IECP) and/or an individualized transportation plan (ITP).
2. collaborate as appropriate and necessary with school personnel students, parents/guardians, and health care providers to develop IHCPs for those students identified with significant health care needs to maintain their health and safety in school. The IHCP will include plans that are:
 - a. developmentally appropriate
 - b. provide appropriate educational opportunities
 - c. focus on the prevention of health complications and learning interruptions
 - d. promote independence, self-advocacy and competence in self-care.
2. review the IHCP at least annually and update as needed with the appropriate medical documentation.
4. develop, as part of the IHCP, an individualized emergency care plan (IECP) for students who are at high risk for a health or safety emergency in school. The IECP shall be distributed to appropriate school staff.
5. develop, as part of the IHCP, an individualized transportations plan (ITP) for students who are at high risk for an emergency during transportation to and from school. The ITP shall be distributed to the transportation coordinator and appropriate transportation personnel.
6. develop student specific goals, services and accommodations for an IHCP based on such factors as scientific knowledge, current medical and nursing standards of practice and medical documentation as required, and the needs and developmental stage of the student.
7. provide OSHA Blood Borne Pathogen Exposure Control employee training program to staff in accordance with OSHA regulations.

References, General: Centers for Disease Control and Prevention, National Center for Health Sciences (2003) national survey of children with special health care needs, Maternal Child Health Bureau, <http://mchb.hrsu.gov/chscn/pages/prevalence.htm>; Red Book report of the Committee on Infectious diseases (2009) of the American Academy of Pediatrics: <http://www.aapredbook.aapublications.org>, Shaw,S., Glaser, S., Stern, M. ,Sferdensch,C., and McCabe, P. (2010). Responding to Student’s Chronic Illnesses. *Principal Leadership, March 2010, 12-18*. References, Legal: Connecticut General Statues:52-557b Immunity from Liability for Emergency Medical Assistance, 10-212a Administration of Medication in Schools, 10-220i Transportation of Students Carrying Cartridge Injectors, OSHA standard 29 CFR 1910.1030, Occupational Exposure to Blood Borne Pathogens

To BOE 11/19/12 (1st read); 12/3/12 (2nd read)

5200 PROGRESS REPORTS

Student progress shall be reported to students and parents on a regular basis.

Kindergarten through fifth grade students shall receive progress reports three times a year. These dates shall be the same for all elementary schools and shall be established by the administration and published as part of the school calendar. Opportunities for formal parent-teacher conferences shall be provided at least twice a year. Progress reports shall be sent to the parents at least three days prior to the scheduled conference days.

Students in sixth through twelfth grade shall receive quarterly progress reports. The dates of these reports shall be established by the administration and published as part of the school calendar. Parent-teacher conferences may be provided as needed.

BOE Committee 07/13/93

BOE Approved 10/18/93

5210 INITIAL PLACEMENT AND PROMOTION

After consultation with parents or guardians, new students shall be placed by the certified staff at the grade level best suited to them academically, socially, and emotionally.

Students will normally progress annually from grade or level to the next level. Exceptions may be made when, in the judgment of the certified staff and parents, such placements are in the best educational interest of the student involved.

Grade level placements for Grades 9 through 12 shall be determined by the course requirements completed and credits earned and in accordance with the policies of the high school governing graduation. (See Instruction 6500 - Graduation Requirements).

Disagreements regarding the application of this policy will be taken up in accordance with policy 1210 "Complaints."

(Legal Reference: Ct. General Statutes 10-221b)

BOE Committee 6/14/93

BOE Approved 10/18/93

5220 STUDENT RECORDS

General Statement and Classification of Records

All student records are the confidential property of the school, their contents to be made available only to students of legal adult status, parents or guardians of students, and to those in the schools who have legitimate educational need of them. These records are available to others only on written authorization of an adult-student or parent/ guardian, except where courts or other agencies with subpoena power make appropriate demands for them. Adult-students and parents or guardians shall have the right to information from all records concerning themselves or their children, consistent with current statutes regarding access to student records.

Availability of Records

Records are open to inspection by legally adult-students, parents or guardians, students, or upon written authorization by the adult-student, or parent/guardian, to other agencies. All student records will be available other than privileged files as defined by C.G.S. 10-154a.

Challenge Procedures

Within thirty days of their review of particular records, students or parent/guardians shall have the right to challenge the validity of any information contained in any student records. In order to process such written requests or challenges, a review panel, composed of professional personnel qualified to hear such challenges and to render decisions, shall be appointed as needed by the Superintendent of Schools.

Permitted Disclosures without Parental Consent

Personally identifiable information may be released without written consent of the parents or the student, if the student is 18 years of age or older, only if the disclosure is:

To other school officials, including teachers within the educational agency who have been determined by such agency or institution to have legitimate educational interests.

To officials of other school systems in which the student seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

Release of Information Restriction for K-5 Students

It is the policy of the NCPS to release only official student records for elementary students (K-5) who are transferring or applying to private, parochial or other public schools at parent request. The Board of Education has adopted this policy to be consistent in the information provided and to ensure that any documents sent to a receiving school have been seen previously by parents/guardians. Additional information may be provided only in compelling situations with the prior approval of the Principal/Superintendent.

(Legal Reference: Ct. General Statutes 1-19(b) (11), 7-109, 10-15b,10,154a, 10-209; Federal Family Educational Rights and Privacy Act of 1974, as amended; and Ct. Public Records Administration Schedule V-Disposition of Education Records)

BOE Committee 01/25/93

BOE Approved 10/18/93

Amended 02/17/98

STUDENTS 5221

5221 DIVORCED OR SEPARATED PARENTS ACCESS TO MAILINGS AND REPORTS

Unless specific instructions to the contrary are received by way of a court decree, all mailings, regular school reports and other notifications shall be sent to the parent with whom the student is residing. However, upon written request, copies of report cards, standardized test results, and other mailed communications will be sent to both parents of students.

(Legal Reference: Ct. General Statutes 10-15b)

STUDENTS 5222

5222 HIGH SCHOOL TRANSCRIPTS

Upon request, high school students shall receive two unofficial transcripts without charge.

For official transcripts, there will be a charge as follows: at a cost to be determined by the administration.

5230 STUDENT DIRECTORY INFORMATION

No directory information shall be released regarding any student when a parent, guardian or student eighteen years or older has notified the school that such information shall not be released. The following are proposed guidelines for releasing information for a student directory:

1. Each school shall inform parent/guardian and/or student eighteen years or older, via a schoolwide mailing, that the PTC/PFA is planning to produce a student directory containing "limited information" (student name, parent/guardian name, address, telephone number). Such mailing shall provide ample time for the parent/guardian and/or student eighteen years or older to request in writing to the school office or other designated address that a listing, or any part of such a listing, for their child(ren) or themselves not to be included in such a directory.
2. A master list shall be released to a school parent organization to compile for printing.
3. Any directory will carry the statement, "This directory is intended to promote telephone communication between and among enrolled students and their parents for educational and social purposes. It is not to be used for commercial purposes or private solicitation nor is it to be used as a mailing list."
4. The directory of any school will be sold only to students attending the school and their parents at a price designed to recoup publication costs. Although not anticipated any profits may revert to the school parent organization for disposition.
5. Advertising will not be sold.
6. The directory will be produced at no cost to the school.
7. The directory will not be sold or given to commercial or non-profit agencies or companies.

BOE Approved 7/1/91

5310 BUS CONDUCT

The bus driver is fully responsible for the safety of both bus and passengers. Students are expected to follow all instructions given by the bus driver. The bus operator is not expected to discipline children. When children are out of order on the bus, the operator shall immediately report the names of such children to the principal or guidance officer where the children attend school. A bus operator shall not expel a child from his bus at any time. This is the prerogative of the school administrators. If some condition should arise where immediate action is necessary, the operator will drive his bus directly to the school involved and make his report.

Each elementary school principal shall appoint a bus monitor to govern the behavior of school bus passengers:

Boarding the Bus

Be at your assigned stop five minutes before your scheduled time.

Stay out of the road.

Respect private property.

Cross the street only in front of the bus and only upon the driver's signal.

Walk when boarding the bus. Keep your hands to yourself.

Sit in one seat only.

When dismissed from school, observe the direction of the driver.

Pupils are assigned to one bus only and may not ride another bus without permission from the school principal.

Riding on the Bus

Standees are not permitted at any time.

Remain seated while the bus is in motion.

Talk in normal tones.

Keep hands and head in the bus at all times.

Keep the aisle clear at all times.

Do not tamper with bus equipment.

Use the emergency doors and windows only in the event of an emergency.

Leave the bus only at your assigned bus stop.

Cross the signal only in front of the bus and only upon the driver's signal.

Respect private property

An act of vandalism by any student on or off a school bus will be considered cause for immediate suspension of all transportation privileges. The transportation privileges will not be restored until either the student or his parents pay for all damages he has caused.

The following activities are prohibited

Smoking

Littering

Vulgar or profane language

Fighting or quarreling

Tampering with bus equipment

(Legal Reference: St. General Statutes 10-220, 10-221 and 10-233c)

BOE Approved 11/90

5320 USE OF STUDENT VEHICLES ON SCHOOL PROPERTY

The high school administration will assign student parking spaces based on availability with first preference being given to seniors. Depending on school site limitations, juniors or sophomores may or may not be granted parking privileges.

The Superintendent will direct the High School administration to develop administrative guidelines for campus parking.

Students who are eligible for campus parking privileges will abide by the New Canaan High School Registration Agreement as outlined in Board Policy 5321.

The administration may charge a "parking fee" for student vehicles on school property. All monies collected shall be accounted for as provided for under Business and Non-Instructional Operations - 3500.

See NCHS Motor Vehicle Registration Statement #5321 for specific regulations.

BOE Approved	11/90
Revision to BOE	5/5/03
Approved:	5/19/03

5321 NEW CANAAN HIGH SCHOOL MOTOR VEHICLE REGISTRATION
AGREEMENT

PLEASE NOTE: Operating a motor vehicle on school grounds is a privilege granted by the school administration and may be revoked at any time for violation of school rules or state motor vehicle laws.

NCHS MOTOR VEHICLE USE REGULATIONS

Vehicle must be registered each school year and permit sticker properly displayed.

Student whose name appears on this agreement and his/her parents are responsible for this vehicle and its use on school grounds.

Neither NCHS nor the New Canaan School System is responsible for the vehicle or its contents or equipment.

The 15 M.P.H. speed limit must be observed in school lots and roads.

Students must park in student parking areas only.

Illegally and/or improperly parked vehicles will be ticketed and the registered user assessed a fine payable within 10 days. Scofflaws and repeat offenders will have their privilege revoked and a student obligation posted against their school records.

Students who operate a motor vehicle in any manner which endangers others will have their privilege revoked and will be subject to further disciplinary action.

If there are reasonable grounds for believing a vehicle contains drugs, alcohol, stolen property or other contraband the vehicle may be subjected to search by the school administration.

No loitering is allowed in parking areas or roadways.

No student driver may transport or otherwise aid a ninth grade student to leave campus during the school day. To do so will result in revocation of this privilege and disciplinary action.

Student vehicles may leave and enter the campus up to 10:30 a.m.

At 10:30 a.m., student vehicles may not leave campus but may still enter until 10:50 a.m.

From 10:50a.m. to 12:30p.m., no movement of student vehicles will be allowed other than the exceptions listed below.

From 12:30 p.m. through the end of the school day, student vehicles may enter and leave the campus.

Exceptions

Student vehicles may leave and enter during the restricted times if any of the following conditions have been verified with the Attendance Office prior to leaving and a pass has been issued.

Students with special school approved programs.

Students who are ill and whose parents have been contacted by the school nurse.

Students whose parents pick them up at the administrative office.

Students who must go to an appointment verified by a note from a doctor or a phone call from the student's parents prior to the time of departure.

STUDENT STATEMENT:

I have read the school rules listed above and agree to follow them.

Date

Student Signature

PARENT/GUARDIAN STATEMENT

I give my son/daughter permission to drive to school the motor vehicle described in this agreement. I understand that this is a privilege which may be revoked at any time by the school administration. I recognize that the liabilities covered by my motor vehicle insurance extend to my son/daughter and any passengers he/she may transport. I have read the school's motor vehicle rules and understand that they are necessary for the general safety and operation of the school. In addition to reviewing these rules and state motor vehicle laws with my son/daughter, I will also establish my specific expectations for use of the vehicle described in this agreement. I also agree to cooperate with the school administration to insure that this vehicle is used responsibly.

Date

Parent Signature

5322 OPEN CAMPUS NEW CANAAN HIGH SCHOOL

Freshmen shall remain on campus from 7:30 AM until 2:05 PM. Students with the first period unassigned may, with parental permission, arrive at the beginning of their first scheduled class.

Sophomores shall remain on campus from 7:30 AM until 2:05 PM. Students having the first or last period unassigned may, with parental permission, arrive at the beginning of their first scheduled class and leave after their last assigned class.

Juniors may, with parental permission, enter and leave the campus during unassigned times with the exception of the lunch time block, as defined by the administration at the beginning of each school year.

Seniors may, with parental permission enter and leave the campus during unassigned time with the exception of the lunch time block, as defined by the administration at the beginning of each school year. Seniors with the entire lunch time block unassigned, and with parental permission, may leave and enter the campus.

Parents may arrange for permission for off campus use of unassigned time, according to the campus policy, by signing a form provided by the school. The form requires recognition of liability on the part of the parents and owner of any vehicles involved. Student identification cards will be marked to indicate off campus privileges that have been approved.

Students who do not have permission to leave campus, but who need to be off campus during unassigned time, may, with parental permission, be issued a temporary pass.

A student's parents or the school may withdraw the privilege at any time.

Permission must be requested annually on forms supplied by the school.

BOE Committee 03/30/93

BOE Approved 10/18/93

5330 VANDALISM BY STUDENTS

The parent of any minor student who willfully damages, defaces or otherwise injures in any way property real or personal belonging to the school system shall be held liable for all such damages up to the maximum amount allowed under state law.

The parental liability does not relieve the minor of personal liability for such damage or injury. This liability of the parent for damages done by a minor is in addition to any other liability which exists in law.

The parent of a minor student shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system.

An adult student shall be held personally liable for any damage done to any property, real or personal belonging to the school system.

Students may also be subject to disciplinary action.

(Legal Reference: Ct. General Statutes 10-221c and 52-572)

BOE Committee 1/25/93

BOE Approved 10/18/93

5340 ALCOHOL AND OTHER DRUGS

ADMINISTRATIVE GUIDELINES

Drug use is a national, state and community problem. This policy, including procedures and guidelines, is a coordinated effort by the New Canaan School District to openly and effectively respond to the potential and current uses of alcohol, other drugs and mind altering substances by members of the entire student population.

STATEMENT OF PHILOSOPHY

The primary focus of the New Canaan Public Schools alcohol and other drugs policy is to promote the health, safety and welfare of students and staff.

As educators, we care about our students' wellness and developmental needs and shall seek specific ways to support and encourage those needs.

As educators and responsible community members, we are obligated to educate about, prevent, and intervene in the use of all alcohol, other drugs and mind altering substances by the entire student population.

STATEMENT OF POLICY

To this end, the New Canaan Public Schools will use a comprehensive curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, intervention and disciplinary procedures to achieve these goals.

(Legal Reference: CT General Statutes:10-220a,10-220b.)

BOE Approved 11/90

5345 ATHLETIC/EXTRA CURRICULAR PARTICIPATION GUIDELINES

The New Canaan Board of Education directs the administration to develop guidelines and consequences for student use of drugs and or alcohol with regard to participation in athletics and extracurricular activities.

BOE 1st reading 07/10/00

Approved 08/21/00

5350 PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

5/23/13

Prior to enrollment in the New Canaan Public Schools, each new student shall provide a completed Health Assessment form, including immunization information/dates, with a physical examination date of no more than 12 months prior. Students enrolled in the 6th and 9th grades shall present a completed Health Assessment form with a physical examination date that is between June 1 of the student's 5th or 8th grade year and the first day of school prior to the student's entry into 7th or 10th grade (approximately 15 months).

As part of the Health Assessment, all students entering New Canaan Public Schools and prior to entering grades 7 and 10 shall show proof of adequate immunization as required by Connecticut General Statutes section 10-204a. Exemption from immunization requirements shall be granted to any child who presents one of the following:

1. Certification from a legally qualified practitioner of medicine that in the case of inadequate immunization initial immunizations have been given and required additional immunizations are in process following guidelines specified by the Connecticut Department of Public Health.
2. Certificate from a legally qualified practitioner of medicine stating that such immunization is medically contraindicated. Such certificate shall be renewed annually and placed in the student's health record.
3. A statement from the parents or guardian of such child that such immunization would be contrary to the religious beliefs of such child.
4. In the case of measles, mumps, rubella or varicella, proof from a physician or certified laboratory, stating that the student is adequately protected from the disease (s).
5. In the case of hemophilus type B, has passed his/her fifth birthday.
6. In the case of pertussis, has passed his/her sixth birthday.

In accordance with state law, the New Canaan Board of Education shall not be liable for civil damages resulting from an adverse reaction to a nondefective vaccine required to be administered by state law.

The Current Health Assessment form for the New Canaan Public Schools and the requirements for adequate immunization as defined by the State of Connecticut Department of Public Health are posted on New Canaan Public School's website and are available at the appropriate nurses' offices.

Conn Gen Stat. Sections 10-204a (Required immunizations), 10-206 (Health assessments), 10-206a (Free health assessments), 10-208 (Exemption from examination or treatment), 10-214 (Vision, audiometric and postural screenings), Connecticut Agencies Regulations, Section 10-204a-2a, Adequate Immunizations, State of Connecticut Department of Education, Bureau of School, Family, Community Partnerships Cumulative Health Records Guidelines (2003, updated 2011)

BOE Adopted: 10/18/93, amended 7/10/2000. BOE Revised: First read 8/20/2012. 2nd read and BOE approved: 9/4/12. Revised: 5/23/13

5410 POLICY ON THE ELIMINATION OF TOBACCO USE

The New Canaan Board of education recognizes it is in the best interest of the schools to support a tobacco-free environment. Medical research has demonstrated that the use of tobacco poses a significant risk to the health of both tobacco users and non-tobacco users. This policy also recognizes the various dangers of tobacco in any form of consumption and is intended to deal with the use of tobacco in any form.

In keeping with the teachings of our school curriculum and in an effort to move to a tobacco free environment, the New Canaan BOE adopts the following policy:

Beginning September 1, 1991, the use of tobacco will be prohibited in all BOE buildings, grounds and vehicles. This policy will apply to the entire staff and student population.

BOE Committee 07/90
Approved 09/91

5430 ACCIDENTS AND EMERGENCY FORMS

Information, including an optional form for treatment, shall be kept on file for use by school authorities in case of illness or accident. Such information shall be obtained prior to the beginning of each school year.

In the event that neither parents/guardians nor other designated persons nor physicians can be reached in an emergency, the decision for securing medical aid shall be made by the school nurse, the principal or the teacher.

All schools shall keep an up-to-date listing of available local physicians and other emergency assistance numbers (other than 911) and such numbers shall be posted in the health office and the main office of each school.

Accident forms provided by the Business Manager shall be completed in triplicate and initialed by the principal or his/her designee at the time of any accident involving a student on school property. Copies of the report shall be sent to:

1. Business Manager
2. Principal
3. The student's parent/guardian

An annual accident report by the school nurse shall be sent to the Director of Facilities, the Business Manager, the principal, and reported to the Board of Education.

BOE Committee 7/13/93

BOE Approved 10/18/93

5440 TRANSPORTATION OF STUDENTS IN EMERGENCY SITUATIONS
AND STAFF ASSIGNMENTS TO ACCOMPANY STUDENTS

Students transported by ambulance to the nearest hospital shall be accompanied by a staff member if a parent, guardian, or parent designee is not available. The school shall send the treatment form with the student.

Each school shall be covered by a school nurse at all times during school hours. In an emergency situation requiring ambulance transportation to the hospital and also requiring the services of a registered nurse, i.e. adrenalin therapy, the school nurse shall accompany the student as requested by the school administrator.

The school administrator shall immediately notify Nursing and Home Care Services of the school nurse's absences, and assign an appropriate staff member to cover the health office until the school nurse returns. The nurse at the nearest public school shall be requested to be on call for questions or advice until the school nurse returns to his/her routine assignment.

BOE Approved 10/18/93

5450 ANNUAL PHYSICAL EXAMINATIONS FOR SPORTS PROGRAM
PARTICIPATION

Any student participating in any sport at New Canaan High School shall show a completed Sports Physical Examination form as proof of an annual physical examination prior to the first day of practice.

BOE Committee 2/01/93

BOE Approved 10/18/93

5460 MEDICATION

(see also Adm. Reg. #5460)

Policy Statement

It is the policy of the New Canaan Board of Education that, as a general rule, medication should not be administered during school hours if it is possible to achieve the desired effects by home administration during other than school hours. When it is not possible, however, the Board of Education shall set forth Administrative Regulations for medication administration in order to (a) maintain a student's health, (b) support student learning, or (c) intervene in a medical emergency.

The Board of Education has set forth Administrative Regulations pursuant to medication administration in New Canaan Public Schools. The School Nurse is the primary person responsible for the administration of medication to students. Appropriate school personnel may be trained to administer certain medications in the absence of the School Nurse in accordance with New Canaan Public Schools AR5460.

Self-administration of medication by students shall be permitted only in accordance with the Administrative Regulations associated with this Policy.

Standing orders will be obtained from the Board of Education's Medical Advisor for the administration of acetaminophen (aspirin substitute) and ibuprofen (upper grade levels only) under certain circumstances and for specific discomforts. This authorization process must be renewed annually by both the Medical advisor and the parent. All medications administered by school personnel must be FDA approved.

BOE Committee 3/30/93
BOE Approved 10/18/93

BOE Revised 11/21/94

Rev. to Ad. Reg. #5460 submitted to BOE 2/3/97

Rev. to Ad. Reg. #5460 submitted to and approved by BOE 11/18/02

Revisions added 11/10/04

Revised policy and ad reg: 1st read: 3/7/2014
2nd read and approved ad reg : 3/24/14

5461 FOOD ALLERGIES

The incidence of potentially life-threatening food allergies among children has increased over the years across the nation. For this reason, the New Canaan Public Schools are committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents/guardians and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy or Glycogen Storage Disease as developmentally appropriate.

The purpose of this policy is to establish a safe school environment for students with food allergies or Glycogen Storage Disease and to support parents/guardians regarding food allergy and Glycogen Storage Disease management. In accordance with applicable law, it is also the policy of The New Canaan Board of Education to include students with food allergies or Glycogen Storage Disease in school activities. To this end, the Superintendent of Schools shall develop regulations (see following) establishing the food allergy and Glycogen Storage Disease protocols of the New Canaan Public Schools.

2/25/05

Presented to BOE 1st read: 03/07/05

Draft #7, 2nd read, approved by BOE 04/04/05

Presented to BOE for revisions on March 21, 2011

2nd Read, approved by BOE on April 4, 2011

5461 FOOD ALLERGIES – ADMINISTRATIVE REGULATIONS

In accordance with BOE Policy #5461, the New Canaan Public Schools hereby adopts the following guidelines for addressing food allergy and Glycogen Storage Disease management.

The goal of the New Canaan Public Schools (NCPS) is to help students with identified food allergies to avoid exposure to their allergens. NCPS strongly encourages and expects parents/guardians of a student with a food allergy to provide the school nurse with specific medical/health information on the Food Allergy Notification Form concerning the student's particular food allergy. Medical information regarding the management of Glycogen Storage Disease should be provided by the treating physician. The nurse will then develop, in consultation with the parent/guardian(s) and/or physician of the student, written plans for allergen avoidance and response, or management of Glycogen Storage Disease, hereby known as the Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), respectively.

This regulation shall apply only to those students with identified food allergies whose parent/guardian provides a completed Food Allergy Notification Form to the school nurse and/or principal. NCPS cannot be responsible for a student's allergic reaction to a food where that allergy is not disclosed by the parent/guardian on a Food Allergy Notification Form. Further, NCPS recognizes that, despite the existence of the written plan for allergen avoidance and response, it cannot guarantee, and is not responsible for, the complete elimination of all allergens from the school environment and/or school-sponsored activities (such as field trips).

Identifying Students with Life-Threatening Food Allergies

Early identification of students with life-threatening food allergies or Glycogen Storage Disease is important. The district therefore strongly encourages and expects parents/guardians of children with a life-threatening food allergy or Glycogen Storage Disease to notify the school of the allergy using the Food Allergy Notification Form, providing as much information about the extent and nature of the food allergy or glycogen Storage disease as is known, as well as any known effective treatment for the allergy or disease.

As set forth above, a parent/guardian who wishes to have a written IHCP for his or her student must provide a completed Food Allergy Notification Form on an annual basis to the school nurse. The school nurse, in consultation with the student, parent/guardian and/or physician for the student, shall develop an Individualized Health Care Plan for the student. This plan will establish, among other things, strategies for food allergy avoidance by the student and emergency care in the case of an allergic reaction. The plan will be reviewed annually and revised as needed provided that the parent/guardian provides the completed Food Allergy Notification Form annually to the school nurse. The school district is not responsible for researching, developing, implementing, updating, or otherwise drafting a written plan for a student whose parent/guardian do not submit, on an annual basis, a completed Allergy Notification Form.

District Wide Practices

Neither the NCPS nor its school personnel shall be responsible for determining food allergies and/or those foods or ingredients in foods that are safe for a student with an identified food allergy to consume.

A no-food and no-utensil trading/sharing policy will be encouraged. A sign in each cafeteria shall be posted informing students that they are expected to neither trade nor share food or utensils.

The NCPS will establish at least one “allergen free” table in each school cafeteria to accommodate parental requests. This table will be washed with separate cleansing materials before the first lunch period and prior to the start of each subsequent lunch period. Parents/guardian who wish to have their child with identified food allergies sit at this lunch table must indicate this selection on the Food Allergy Notification Form.

Parents/guardians will be provided, upon request, with information from the food services department regarding school lunch ingredients. Requests for such information must be made to the director of food services on the Request for Food Ingredients Form. Food Services will respond to the request for information within a reasonable period of time.

As the most severe types of allergic food reactions are related to peanuts, peanut products, tree nuts and tree nut products, NCPS will not knowingly make use of such products for instructional purposes.

Administrators and teachers in grades K-12 will encourage non-food related alternatives to celebrate developmental milestones and student accomplishments. Teachers and parents/guardians will be encouraged to provide commercially prepared foods with printed labels that set forth food ingredients. Food will not be used to celebrate in-school birthdays.

When classroom activities in grades K-8 include food, the classroom teacher will contact the parent or guardian of the identified allergic child prior to the activity and the Celebration Form will be completed by the teacher.

Emergency communication systems for dealing with food allergic reactions will be in place for any school activity. Any additional emergency response will be governed by the ECP for the student.

School personnel planning a field trip will provide the school nurse with a list of participants in advance of the trip. The school nurse will identify those students with identified food allergies or Glycogen Storage disease and provide the teacher with a copy of the written ECP for the student(s). For any other school-sponsored event that occurs off school grounds the school nurse will provide a copy of the ECP to the appropriate supervising staff member.

Regarding Glycogen Storage Disease, individualized health care plans shall be developed in accordance with appropriate medical documentation. The school nurse, or any school employee approved by the school nurse or a person designated by the parent/guardian of a

student diagnosed with Glycogen Storage Disease may provide food or dietary supplements to such student on school grounds or during the school day.

Individualized Health Care Plans and Emergency Care Plans

See Public Act 05-104, Connecticut General Statute Section 10-212(c), and the Guidelines published by the Connecticut State Department of Education entitled, “Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools”, available at www.sde.ct.gov/sde/lib/sde/PDF/deps/student/health/Food_Allergies.pdf.

Guidelines Specific to Health Office

The school nurse shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies or Glycogen Storage Disease. Such training shall include, as appropriate for each school (and depending on the specific needs of the individual students at the school) training in the administration of medication with cartridge injectors (i.e. epi-pens) and/or preventative strategies to minimize a child’s risk of exposure to life-threatening allergens. School personnel will also be educated on how to recognize symptoms of allergic reactions, and what to do in the event of an emergency. Staff training and education will be coordinated by the appropriate administrator/school nurse. Any such training regarding the administration of medication shall be done in accordance with state law and Board policy.

Prior to the start of each school year, the school medical advisor will supply a prescription and directions for the use of epinephrine for the school nurse. All school health offices will have additional epinephrine for unidentified students and for identified food allergy students should the need arise.

For each student with an identified food allergy for whom a completed Food Allergy Notification Form is received, the school nurse shall develop a written IHCP after consultation with the parent/guardian and/or physician of the student. This IHCP will establish the specific protocols to help the student avoid food allergies, as well as develop emergency response protocols in the event of the student’s contact with the identified allergen. The written IHCP shall be shared with all personnel supervising the student, including designated staff responsible for monitoring the lunchroom/cafeteria.

As set forth above, a parent/guardian who wishes to have a written IHCP for his or her student must provide a completed Food Allergy Notification Form on an annual basis to the school nurse. The school nurse, in consultation with the student, parent/guardian and/or physician for the student, shall develop an IHCP for the student. This plan will establish, among other things, strategies for food allergy avoidance by the student and emergency care in the case of an allergic reaction. The plan will be reviewed annually and revised as needed provided that the parent/guardian(s) provide the completed Food Allergy Notification Form annually to the school nurse. NCPS is not responsible for researching, developing, implementing, updating, or otherwise drafting a written Notification Form.

Upon receipt of the Food Allergy Notification Form, the school nurse shall request from the parent/guardian and/or the student’s physician, as appropriate, information regarding the student’s allergy, including but not limited to physician medication orders, information sheet, and physician’s emergency protocol. Parents/guardians shall also be requested to provide a recent photograph of the student to help food service/cafeteria personnel and substitute

school personnel recognize the student. Additionally, NCPS asks and strongly encourages parents/guardians to have their child wear a medical alert bracelet at all times. This will aid emergency responders in the event of an allergic reaction.

NCPS requires all physician medication orders and physician emergency care protocols provided to the school nurse to be signed by the physician and parent/guardian. The school nurse will review the orders and clarify any questions with the ordering physician and/or school medical advisor. All medication orders or prescriptions must be in full compliance with BOE policy #5460 ("Medication"). Should the student's physician order or prescribe medication for the treatment, management ,and/or emergency response to the student's identified allergy, the parent/guardian(s) shall be solely responsible for obtaining and providing all such medications for the treatment of an allergic reaction as ordered by the physician (which order, as discussed above, must be provided to the school nurse).

At the elementary level, K-4, the epi-pen, if prescribed or ordered by the student's physician, may follow the allergic student during his/her school day in accordance with the student's IHCP. Elementary school students, however, shall not be permitted to carry the medication on his or her person without the appropriate documentation and permission from the parent/guardian, and physician. Rather, the medication will be transported by designated teachers or staff members. Students in grades 5-12, with the permission of their parents/guardians and physician, are encouraged to carry their medication with them at all times.

Appropriate school personnel, as per BOE policy # 5460, shall be trained by the school nurse in the signs and symptoms of anaphylaxis and the administration of the epi-pen. The school nurse shall also instruct appropriate personnel supervising a student with an identified food allergy regarding the student's IHCP.

A copy of the emergency plan for the identified allergic student shall be kept with the student with an identified food allergy and in the office of the school nurse, as well as in the folder for any substitute school personnel supervising the student. If the student with the identified food allergy has a prescription or order calling for the administration of an epi-pen and any other physician ordered medication in response to an allergic reaction, the plan concerning the administration of such medication shall be kept in the school nurse's office and in folders for school personnel and substitutes.

NO school personnel, including but not limited to teachers and school nurses, will determine or attempt to determine whether foods brought to school by the student with an identified food allergy or food brought to school by another student are safe for an allergic student to consume; only the parent/guardian shall make the determination of food safety for their child.

The school nurse shall take measures that he or she deems appropriate to notify parents/guardians of children in grades K-5 in classes where students have been identified with food allergies.

The school nurse shall notify the food services director regarding the names of students in each school with a food allergy. The school nurse at each elementary and middle school will provide a photograph of the student to the food services manager in that school to assist the

food services staff in the student's IHCP, provided a recent photograph has been provided by the child's parent/guardian.

Guidelines Specific to Transportation

The school nurse shall notify the district transportation coordinator of those students with identified food allergies or Glycogen Storage disease that may threaten the health and/or safety of the student. The names of students with food allergies will be designated on driver route sheets. The district nursing supervisor will provide a mandatory in-service education program annually at the start of each school year to bus drivers, whose training shall include discussion of the signs and symptoms of allergic reactions and/or anaphylaxis and a review of procedures to follow in the event of an emergency. Drivers will not carry epi-pens on buses. Students with identified food allergy will be asked to sit at the front of the bus to make it easier for the driver to identify an allergic reaction. Students will be instructed to not eat any food on the bus.

Guidelines Specific to the Classroom

The teacher of a student with an identified food allergy or Glycogen Storage Disease shall notify the parent/guardian of the identified allergic student during the planning process for any special event that may include food (celebration, teaching unit, field trip). The teacher will discuss with students the classroom policy against food and utensil sharing and/or trading.

The school nurse will inform classroom teachers regarding the names of students with identified food allergies or glycogen Storage disease who are enrolled in their class. The school nurse will also provide the teachers of such students with a copy of the applicable IHCP.

At the elementary level, the Celebration Form will be completed by the teacher.

The teacher of a student with an identified food allergy or Glycogen Storage Disease must inform the school nurses of all field trips during the planning process. Such notice must be provided a minimum of one week in advance of the planned trip so that the school nurse and teacher can make appropriate arrangements for the student.

Teachers are expected to be mindful of field trips and/or other class activities (on or off school grounds) that include hands-on activities. Teachers are expected to make reasonable inquiry as to any items, displays, etc. that may contain products to which the student with the identified food allergy is allergic (i.e. nuts or fish shells).

Within a reasonable period of time prior to any field trip or class activity held off school grounds, teachers are expected to establish communication strategies in consultation with the parents/guardians and the school nurse regarding any field trip or class activity off school grounds.

The teacher is expected to provide the parent/guardian of the student with the identified food allergy or Glycogen Storage Disease information concerning all activities so that the parent/guardian can make a determination as to the food safety for their child. NCPS is not responsible for making such a determination. If the parent/guardian is unable to make the determination or the menu is unavailable (as on a field trip) the parent /guardian shall send

safe food on the trip with the student. The school district may permit the parent/guardian to authorize their high school students to make their own safe choices.

Videos will be made available by the NCPS for relevant training activities and appropriate class instruction.

Guidelines Specific to Food Services/Cafeteria

Parents/guardians will be provided, upon request, with information from the food services department regarding school lunch ingredients. Requests for such information must be made to the director of food services on the Request for Food Ingredients Form. Food Services will respond to the request for information within a reasonable period of time.

Food service personnel will be instructed by the director of food services about necessary measures required to prevent cross-contamination during food handling, preparation and serving of food.

Parents/guardians will be encouraged to review/preview menus. Information regarding the ingredients of the school lunch will be provided, upon request, by the director of food services to parents/guardians, student and staff.

At least one “allergy free” table will be made available to students with identified food allergies in each school cafeteria if needed. Parents/guardians will indicate if their child is to be seated at this table. Friends whose lunches do not contain an offending food may also be seated at this table.

The “allergy free” table will be washed with a hot water and soap solution prior to the first lunch and after each following lunch period.

The director of food services will investigate ingredients and cross contamination issues with vendors including but not limited to equipment use and food preparation location. No foods with peanut/nut contents will knowingly be served in the elementary, middle or high schools.

Prevention

Each school within the district will develop appropriate practices to minimize the risk of exposure to life threatening allergens. Practices which may be considered may include, but are not limited to:

Encouraging hand washing;

Discouraging students from swapping food at lunch or other snack/meal times;

Encouraging the use of non-food items as incentives, rewards or in connection with celebrations.

Communication

As described above, the school nurse shall be responsible for coordinating the communication between parents/guardians, a student’s individual health care provider and the school regarding a student’s life threatening allergic condition or Glycogen Storage

Disease. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.

Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.

NCPS shall develop standard letters to be sent home to parents/guardians, whenever appropriate, to alert them to food restrictions within their child's classroom or school.

All NCPS staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.

NCPS shall make the Food Allergy Policy, Regulations and Forms available on the Board's website.

NCPS shall provide annual notice to parents and guardians regarding the Food Allergy Policy and Regulations.

Monitoring the District's Plan and Procedures

The district's medical advisor should conduct periodic assessments of its Food Allergy Policy and Regulations. Such assessments should occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that NCPS is implementing the Food Allergy Policy and Regulations.

2/25/05

Presented to BOE 1st read: 03/07/05

Draft #7, 2nd read, approved by BOE 04/04/05

Presented to BOE for revisions on March 21, 2011

2nd Read, approved by BOE April 4, 2011

See Ad. Regs. 5461

5465 STUDENT NUTRITION AND PHYSICAL ACTIVITY

(STUDENT WELLNESS POLICY)

Definition

As noted in the CT Action Guide for School Nutrition and Physical Activities (2006):

The term “School Wellness Policy” is used by USDA to denote policies related to nutrition and physical activity. However, the district recognizes the concept of “wellness” is much broader and goes beyond nutrition and physical activity to address the physical, mental, social and emotional needs of students.

While not all aspects of wellness are directly addressed in this policy, the Board does promote an expansive and comprehensive definition of wellness through policies and programs related to areas as food services and selections, social emotional learning and student support services, and student health and safety.

Rationale

Current research indicates that sound nutrition and a physically active lifestyle contribute to an individual’s cognitive, emotional and physical development. Recognizing that the primary responsibility for teaching children to make healthy choices resides with families, NCPS supports students, families and the community at large by adopting health and wellness policies, procedures and programs that aim to improve students' readiness to learn, enhance performance and positively impact well-being.

Consistent with the district's educational mission and goals, the New Canaan Board of Education believes that it is essential, on a PK-12 basis, to instruct students in the content knowledge, critical thinking and information communication technology (ICT) skills necessary to make age appropriate personal health decisions. The purpose of this policy is to provide direction regarding sound nutrition and physical activity, essential elements of a healthy learning environment and wellness curriculum.

Guiding Commitments

NCPS will:

- Establish and maintain a district wellness committee including representatives of the BOE, district professional staff and student and parent communities to promote and monitor implementation of the wellness policy.
- Provide and encourage balanced and healthy nutritional choices and regular physical activity as part of the daily learning environment.
- Deliver a standards-based, sequential health education curriculum taught by certified health educators and integrated into the educational program.

- Regularly assess the extent to which students can apply health literacy skills including; identifying potential health benefits and risks, managing healthy choices and achieving short and long term wellness goals.
- Provide staff and parents ongoing access to current information on healthy nutrition and physical activities.
- Regularly seek student and parent input and feedback about programs and activities related to nutrition and physical activity.
- Develop and support community partnerships that engage students, staff and parents in health - enhancing activities and events.
- Provide positive adult role modeling by staff and community members participating in school programs and activities.
- Promote a comprehensive and systemic approach to wellness by providing student prevention, support and health services including school nursing, counseling, and psychological and social work.

The district promotes a proactive and positive stance toward wellness as a way of life; concomitantly, the district discourages — or in specific instances as enumerated through policies and guidelines disallows— practices that are contradictory to advancing student wellness.

Related References:

NCPS Policies: School Lunch Program (3900), Free or Reduced Price Lunches (3910), Food Allergies (5461) Drug and Alcohol (5340)

CT PL 108-265

Presented to BOE 5/10/10 (1st read)

Second read 5/24/10

BOE approved (with edits) 5/24/10

5500 RELEASE OF STUDENTS FROM SCHOOL

Students shall be released from school only to their parents or to persons authorized by their parents either in writing or by being listed on the student's emergency card.

A request from one parent to prohibit the other parent or those authorized by the other parent, from taking a student from school will be honored only after the legality of the request to prohibit has been determined. No student shall be released until such legality has been determined.

All requests and authorizations under this policy must be in written form and retained in the student's permanent file in the main office.

5520 SEARCH AND SEIZURE

The search of a student's person may be conducted only when reasonable given all of the circumstances. A warrant is neither necessary nor is it a requirement that searches be based on probable cause to believe that the subject of the search has violated or is violating the law. The determination of reasonableness shall depend upon whether the search was warranted; and if warranted, how the search was conducted. In determining whether a search is warranted, the school official must conclude that there were reasonable grounds for suspecting that the search would turn up evidence that the student had violated or is violating either the law, the rules of the school or policy of the Board of Education. If the school official concludes that the search is warranted, he/she must conduct the search so that it is not excessively intrusive in light of the age and sex of the student. The scope of the search must be reasonably related to the nature of the infraction and to the objectives of the search.

School lockers and desks are the property of the New Canaan Public Schools. The school maintains joint control with the individual student over a locker or desk. Therefore, a student does not have a legitimate expectation of privacy in a school locker or desk, and accordingly, constitutional protection does not apply to a search of a locker or desk.

An authorized school official may search a student's locker or desk when there is reason to believe that the student's desk or locker contains contraband material, such as drugs, pornography, knives, guns or other weapons, stolen materials, fireworks, or other such materials, that might pose a serious threat to the maintenance of discipline, order, safety and health in the school.

This policy shall be publicized in all student handbooks.

BOE Committee 7/13/93

BOE Approved 10/18/93

5530 CHILD ABUSE AND NEGLECT

(see BOE policy 4630, Reports of Suspected Abuse or Neglect of Children)

Education on child abuse and neglect, intervention and reporting procedures shall be provided for all staff members and students.

Specific intervention and reporting procedures, outlined in the Manual on Reporting Child Abuse and Neglect, located at each school and the central office, shall be used.

BOE Committee 03/29/93

BOE Approved 10/18/93

5610 RESOLUTION OF PROBLEMS

Parents or students wishing assistance in the resolution of problems related to the school should seek resolution by taking, in order, the following steps:

Confer with the professional staff member most immediately involved, i.e., the teacher and/or guidance counselor.

Confer with the principal or his administrative designee.

An appeal to the decision of the principal should be directed to the Superintendent.

An appeal to the decision of the Superintendent should be in writing and directed to the Chairman of the Board of Education with a copy to the Superintendent.

BOE Approved 11/90

5700 PREVENTION OF YOUTH SUICIDE

The New Canaan Public Schools shall provide education on youth suicide, intervention procedures, and an annual evaluation of the Suicide Prevention Program.

1. The system shall provide appropriate education programs on suicide prevention.
2. All pupil personnel staff shall be trained in intervention procedures in order to prevent the self-destructive behavior of students.
3. The evaluation process shall consist of regular review and revision, as appropriate, of policy, procedures, and curriculum related to all aspects of the youth suicide prevention program.

Education

Members of the staff shall be trained in the delineation of roles and responsibilities of school personnel and procedural guidelines when students are identified as at risk, vulnerable, or in crisis. The training shall include periodic programs which stress the following:

1. Factors that may increase a student's risk for suicide.
2. Symptoms of stress, coping difficulties, depression, and self-destructive behavior.
3. Warning signs of suicide; and
4. Information of school and community resources.

In addition, this information is readily available in the system's Suicide Policy Administrative Guidelines Manual located at each school and in the central office.

Intervention

Any school employee who may have knowledge of a suicide threat must take the proper steps outlined in the Suicide Policy Administrative Guidelines to report this information to the school principal or designee and to the Child Study Team. The principal, his or her designee, or selected members of the Crisis Team, will notify the appropriate school officials, the student's family and, when appropriate, community agencies.

Each school shall have an identified, trained Child Study Team. The CST becomes a Crisis Team during an emergency. The major difference is that the Crisis Team is convened by the Principal or Assistant Principal on an immediate basis. Otherwise, CST meetings are scheduled on a regular basis.

Evaluation

The evaluation of the overall effectiveness of the Suicide Prevention program shall be the responsibility of the Director of Pupil Personnel-Special Education.

Committee 10/05/92

BOE Approved 10/18/93

5701 SAFETY POLICY

It is the policy of the New Canaan Public Schools that every employee is entitled to work under the safest possible conditions in the many occupations represented throughout the school system. Accidents which injure people, damage machinery or equipment and/or destroy materials or property cause needless suffering, inconvenience and expense. To this end, every reasonable effort will be made to establish and enforce safe practices at all times in order to provide and maintain a safe and healthy work place, correctly operating equipment, and proper materials.

The rules and regulations that have been developed for the protection of both students and employees are to be considered directive in nature.

It is a basic responsibility of every employee to make safety a priority. Employees are obligated to observe the rules of conduct and safety, and to properly use the safety equipment provided.

OPEN DOOR POLICY

The open door policy of the Board of Education encourages the resolution of problems or questions. Any concerns should be brought to the attention of the department supervisor or to the Facilities Director.

BOE 4/7/97

Approved 5/5/97

INSTRUCTION 6010

 6010 THE SCHOOL YEAR, THE SCHOOL CALENDAR AND THE SCHOOL DAY`

The Superintendent shall recommend to the Board of Education a school calendar that will meet the requirements of the law as well as the educational goals of the New Canaan Public Schools and will take into consideration the collective interests of the students, families and personnel.

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. Clerical errors in publication will not create an expectation that contractual agreements will be revised. The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

The school calendar will be developed in accordance with the following criteria:

Number of School Days: The NCPS instructional calendar will consist of 182 school days. Under unique and emergency based situations the Board may reduce the number of days to 180, consistent with state statutes.

Closing date: Under typical circumstances, the school year should not extend beyond the third full week of June. Staff and parents should be aware in planning, however, that state law requires 180 instructional days that may be extended through June 30.

Vacations: Under typical circumstances, there will be a least two vacation periods during January through June. The preference is for both to be full weeks; however, under certain circumstances, vacation periods may be abbreviated or eliminated by action of the Board.

Professional Learning: Professional development days held during the school year shall be scheduled the day immediately before or after a holiday or recess whenever practicable.

System-wide Early Dismissal: All students shall be dismissed early on the day before Thanksgiving and on the last day of school. Whenever practicable, the day before Christmas vacation shall also be deemed a half day.

Holidays: School shall be dismissed on the following days: Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Day, Martin Luther King, Jr., Day, Good Friday, and Memorial Day. Other holidays, such as Columbus Day or Presidents Day, may be included in calendar planning. In the event of unique circumstances, the calendar may be adjusted to include attendance on those holidays not required by State mandates.

When practicable, the Board shall enact a two-year school calendar. By May of each year, the Superintendent shall recommend a third year.

Graduation Date: The Board shall confirm the graduation date for New Canaan High School by April 15 of any given year.

Length of School Day: Consistent with State law, a shortened day, even if it is less than four hours of actual school work, may now be counted toward the mandatory State policy of 180 days of actual school sessions

Length of Day-Special Education: Unless otherwise specified in a child's individualized education program, the minimum day and year for children requiring special education and related services shall be the same as that for children in the general education program.

References: CGS 1-4,10-16,SBE Regs 10-76d-3;10-76d-11,1076-19; PA87-270

Policy Adopted: 10/18/93 Amended: 3/94, 4/15/94, 11/30/94, 1/10/95, 2/4/02, 4/6/04, 1/7/08

Revised version presented to BOE 12/3/07

2nd read with further revisions approved: 1/7/08

Revision returned from attorney: 5/27/13

Approved (2nd read): 7/8/13

INSTRUCTION 6020

6020 CLASS SIZE

The guidelines for class size shall be:

Grades K-3 16-20 students

Grades 4-8 20-24 students

Grades 9-12 14-25 students

Any exceptions to these guidelines will be reported by the building principal in writing to the Board of Education in October and February for the Board's approval.

BOE Committee 10/5/92

BOE Approval 10/18/93

INSTRUCTION 6030

6030 EMERGENCY AND DISASTER PREPAREDNESS INSTRUCTION

The superintendent shall devise and maintain a detailed plan for fire, civil defense and other emergencies with the appropriate authorities.

This plan must include provisions for the maintenance of the fire alarm system, the in-school communication system and all regular emergency exits.

Special emphasis shall be placed on the accounting of students' whereabouts at all times, the continuation of emergency two-way voice contact with detached classrooms, and the maintenance of phone or radio contact with the superintendent's office and the fire and police departments.

A master list of each student's emergency contacts shall also be kept at another school to facilitate parental contact in case of a shortened school day or other unforeseen circumstances.

At least two people with current CPR certification shall be in attendance at all times at each school. One of these must be the nurse. Other staff members should be certified to insure coverage in case of sickness, meetings, etc.

(Legal reference: Connecticut General Statutes 10-231)

BOE Committee 05/12/93

BOE Approved 10/18/93

INSTRUCTION 6110

6110 REQUIRED CURRICULUM

The program of instruction offered shall include at least the following subject matter, Language arts including reading, writing, grammar, speaking and spelling; mathematics; physical education; science; social studies, including but not limited to: citizenship, economics, geography, U.S. government and history; the arts, career education; consumer education; health and safety; and in addition, on at least the secondary level, one or more foreign languages and vocational education.

The effect of alcohol, of nicotine or tobacco and drugs, as defined in the Connecticut General Statutes shall be taught every academic year in all grades. Ongoing and systematic instruction on acquired immune deficiency syndrome shall be taught during the regular school day.

(Legal Reference: CT General Statutes 10-16b, 10-17F, 10-18, 10-19)

Committee: 5/3/93

INSTRUCTION 6115

6115 THE PLEDGE OF ALLEGIANCE

The Board of Education directs that each school in the system shall provide time each day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the Pledge of Allegiance, he/she may choose to remain seated and silent. Non-participants are expected to maintain order and decorum appropriate to the school environment.

(Legal Reference: CT Public Act 02-119)

Approved by the BOE: 9/17/02

INSTRUCTION 6120

6120 SPECIAL EDUCATION

Children eligible for special education and related services, including the gifted and talented, shall be provided a free appropriate public education in the least restrictive environment in accordance with: the Connecticut General Statutes, Sections 10-76a through 10-76h, inclusive, and the regulations adopted there under; the Individuals with Disabilities Education Act and the regulations adopted there under; and Section 504 of the Rehabilitation Act of 1973.

BOE Committee 9/15/92

BOE Approved 10/18/93

INSTRUCTION 6130

6130 EXTRA-CURRICULAR PROGRAMS

Purpose

It is the intent of the Board of Education (the "Board") to provide in the New Canaan High School (the "High School"), Saxe Middle School ("Saxe") and each of the elementary schools (the "Elementary Schools") a comprehensive, well-planned and well-balanced extracurricular program for students.

Each extracurricular program shall be managed to achieve the following objectives:

1. Provide a wide basis of participation in extracurricular activities in an atmosphere that safeguards the health, safety, and general welfare of all participants;
2. Foster the development of positive attitudes of pride, and ethical behavior in student participants;
3. Encourage participation in available extracurricular activities by providing sufficient opportunities for students to develop individual interests and abilities;
4. Develop and maintain a good relationship between extracurricular activities and the student body, faculty, administration, and community;
5. Provide students with the awareness of potential opportunities for human development afforded them through participation in extracurricular activities, including self-discipline, loyalty, leadership, self-confidence, and development of life-long pursuits; and
6. Develop positive working relationships that foster good citizenship by advisors, student participants and parents.

Opportunity and Equity

Each extracurricular program shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, disability, sexual orientation, social or economic status.

Context

Extracurricular activities shall be defined as High School-, Saxe-, or Elementary School-sponsored programs that occur before or after regular school hours as an extension of the school educational program. The Board believes strongly that extra-curricular activities are an integral part of the overall educational experience. Therefore, it is the aim of the Board to offer as wide a range of extracurricular activities as possible in the hope that students will become directly involved in programs and events that focus on and support the academic, social, emotional and community goals of the schools.

Participation as a Privilege

Participation in extracurricular activities is a privilege and not a right. When a student elects to participate in an extracurricular activity, he or she is explicitly agreeing to abide by the standards of conduct established for that activity, which standards may exceed those that required or expected of other students generally.

The Board expects that the behavior of those who participate in extracurricular activities will be of the highest order, including but not limited to with respect to meeting academics, standards of honesty and integrity, and school and community citizenship.

Academic Responsibilities

The Board believes that all students' first priority should be their academic program. Since participation in extra-curricular activities may require a significant commitment of time and energy, a participant and his or her parents, teachers and coaches should frequently monitor the educational progress of the student to ensure that extra-curricular activities are not impeding his or her academic development.

Our schools provide numerous opportunities for its students to participate in extracurricular activities. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to take advantage of these opportunities; however, students should not sacrifice the quality of their academic program in pursuit of those opportunities. A student who attempts to participate in too many extracurricular activities will often be in a position of conflicting responsibilities. Students are therefore strongly cautioned not to overextend themselves.

Administrative Regulation

The Board shall adopt an Administrative Regulation to further implement the goals and requirements of this policy.

BOE Committee 10/5/92

BOE Approval 10/18/93

Revision and BOE Approved 5/9/2011

INSTRUCTION 6140

6140 ADULT EDUCATION

The Board will provide an adult education program in accordance with section 10-69 (1) of the CT. General Statutes

6141 INTERNET SAFETY POLICY

Introduction

It is the policy of the New Canaan Public schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act. CIPA definitions of terms:

Technology protection measure, a specific technology that blocks or filters internet access to visual depictions that are:

Obscene, as that term is defined in section 1460 of title 18, United States code;

Child pornography, as that term is defined in section 2256 of title 18, United States code; or

harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual act; sexual contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States code.

Access to inappropriate material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the New Canaan Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the New Canaan Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act, and the New Canaan Public Schools' Internet Acceptable Use Policy.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Adoption

The New Canaan Public Schools Board of Education adopted this Internet Safety Policy at a public meeting, following normal public notice, on April 6, 2004.

Adopted 4/6/04

INSTRUCTION 6150

6150 ORGANIZATION FOR INSTRUCTION

In achieving the goals of the system, the Board encourages the administration to organize the means of carrying out the instructional program in each building in a manner that capitalizes on the differing skills and talents of the instructional staff. The Board sanctions differing organization forms as long as the common objectives of the instructional program are satisfied.

INSTRUCTION 6160

6160 CURRICULUM EVALUATION

The Board of Education expects the administration to continuously assess, evaluate and revise programs offered in each school. These assessments shall include, but not be limited to, specific learning outcomes in reading, writing, and mathematics, and shall include assessment of academic outcomes that require higher order thinking skills (e.g. application of previous knowledge and skills, analysis, synthesis, comprehension and evaluation). The administration shall plan regular reports to the Board of Education containing program evaluations and recommendations.

In the spring of each year, the Board of Education shall receive a recommendation from the Administrative Council concerning "in-depth" program evaluations and assessments for the current school year. These recommendations shall be gathered from each school and should involve surveys of the stockholders. The Administrative Council shall synthesize and coordinate the results of these individual school surveys in order to present a plan and a calendar for "in-depth" evaluations of specific programs.

Program assessments shall include, but not be limited to, objective data, interview and survey data, structured reviews of student portfolios by a representative panel of raters, student exhibitions, performance based assessment of learning outcomes, criterion referenced tests, departmental tests, state administered tests, (CMT AND CAPT), As well as standardized norm referenced tests (using local percentiles for interpretation). The Board, administration and faculty shall meet periodically to review proposed assessments and any changes in assessment instruments. This group shall have psychometric technical assistance.

Program assessments should permit each school to better describe a student's performance and progress within each program. Performance goals, standards and objectives for all student outcomes shall be publicly stated for all courses of study and consistently applied across classrooms and students. These objectives may be expressed in terms of concepts, skills, information, proficiencies and other competencies sought. These learning outcomes shall be regularly evaluated.

The system shall create multiple opportunities for students, as needed, to accomplish these outcomes. The staff expects that all students can and should meet course performance goals within a reasonable amount of time and shall carefully monitor student progress toward these goals.

Students shall be allowed to pursue new courses of instruction and/or outcomes as soon as prerequisites are mastered and without regard to grade level assignment. Student records shall be kept and reported in terms of specific performance outcomes and shall be updated so that they are consistent with a student's increase in performance and competency ("open" transcripts). A systemwide database of student learning outcomes shall be maintained in the Student Learning Profile and shall be made available to parents and staff so that the best instructional decisions can be made for each student on a continuing basis

BOE Committee 06/08/93

BOE Approval 10/18/93

INSTRUCTION 6170

6170 INSTRUCTIONAL MATERIAL

The Board delegates to the professional staff, working under the direction of the administration, the responsibility for the selection of appropriate textbooks and other instructional materials necessary to carry out the instructional program.

INSTRUCTION 6171

6171 INDIVIDUALS WITH DISABILITIES EDUCATION ACT COMPLIANCE
(IDEA)

The New Canaan Board of Education will, in all respects, comply with the Individuals with Disabilities Education Act, 42 U.S.C. § 1400 *et. seq.* (“IDEA”), and its associated regulations, as well as applicable state law and regulation, as they may be amended from time to time, with regard to the identification, evaluation and provisions of special education programs for eligible students.

The Director of Pupil Personnel is directed to develop and maintain appropriate procedures with regard to such compliance.

Legal References:

Individuals with Disabilities Education Act, 42 U.S.C. § 1400, *et seq.* (IDEA)

Conn. Gen. Stat. 10-76a *et. seq.*

Returned from attorney: 5/27/13

Approved (2nd read): 7/8/13

INSTRUCTION 6190

6190 DISSECTION

Students may request alternatives to dissection if they do not wish to dissect for any reason.

Relevant alternatives to dissection shall be available and required for all students who opt not to dissect.

BOE Committee: 3/24/93

BOE Approval: 10/18/93

INSTRUCTION 6200

6200 AIDS EDUCATION

The Board of Education shall offer planned, ongoing and systematic instruction on acquired immune deficiency syndrome (AIDS) during the regular school day. The Board delegates to the Superintendent of Schools and certified staff responsibility for establishing appropriate educational procedures for the exemption of students from such instruction upon written request of the parent.

(Legal Reference: CT General Statutes 10-10(b))

BOE Committee 10/18/93

INSTRUCTION 6220

6220 EXEMPTING STUDENTS FROM AIDS INSTRUCTION

No student shall be required to participate in AIDS instruction. A written notification to the principal by the student's parent shall be sufficient to exempt the student from such instruction in its entirety or from any portion thereof as specified by the parent.

If a student is exempted from AIDS instruction, or a portion of the instruction, the school shall provide the student with the opportunity to use the library for other study or academic work during the time of the AIDS instruction.

Students shall not be required to do alternate or make-up assignments in place of this exemption.

Legal Reference: CT General Statutes Section 10-10(b)

BOE Committee 06/1/93

BOE Approved 10/18/93

INSTRUCTION 6300

6300 TEACHING CONTROVERSIAL ISSUES

The discussion and study of controversial issues shall be objective and scholarly, with a minimum of emphasis on opinion. The teacher shall approach controversial issues in the classroom in an impartial and unprejudiced manner, and must refrain from using classroom privilege and prestige to promote a partisan point of view.

Complaints regarding the teaching of controversial issues shall be taken up in accordance with policy #1210, titled "Public Complaints about Conduct of Schools" starting at the level of the principal.

BOE Committee 05/3/93

BOE Approved 10/18/93

INSTRUCTION 6400

6400 INTERSCHOLASTIC ATHLETICS

Purpose

It is the intent of the Board of Education to provide in the New Canaan High School (the "High School") a comprehensive, well-planned and well-balanced program of interscholastic athletics for boys and girls.

The program shall be managed and teams coached in a manner to achieve the following objectives:

1. Provide a wide basis of participation in both team and individual sports in interscholastic competition in an atmosphere that safeguards the health, safety and general welfare of all participants;
2. Foster the development of the positive attitudes of good sportsmanship, fair play and ethical behavior in coaches, athletes and spectators;
3. Permit participants to gain the sense of enjoyment, self-confidence and physical well-being derived from demanding one's best performance in a sport situation;
4. Develop and maintain a good relationship between athletic teams and the student body, faculty, administration and the community; and
5. Provide student athletes with the awareness of potential opportunities for human development afforded them through competitive athletics, including physical fitness, self-discipline, loyalty, leadership, self-confidence, pride and an interest in life-long athletic and recreational endeavors.

Context

While winning is an incentive in any sports contest and while a certain measure of team and individual success is helpful if a student is to develop the qualities and attitudes for which the interscholastic athletic program has been established, it is in the best interest of all participants that the competitive dimension of the program emphasize participation by many students, respect for opponents and officials, respect for one's coach and teammates, and attention to improving one's skills in addition to a spirit and intent to win the game.

Participation of students at some level of interscholastic athletics shall be actively encouraged but shall not be required. Moreover, participation in interscholastic athletics shall not be considered a substitute for physical education since one of the major reasons for requiring physical education is the development of individual, life-long, recreational interests and skills.

Opportunity and Equity

The interscholastic athletics program shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, disability, sexual orientation, social or economic status.

Safety

The safety of athletic equipment and facilities, transportation, and playing conditions shall be of paramount concern to the High School Principal, the Athletic Director, and coaches. Planning for the

safety of participants and spectators at home and away games shall also be the responsibility of the Principal, the Athletic Director and interested coaches.

Participation as a Privilege

Participation in interscholastic athletics is a privilege and not a right. When a student elects to participate in an interscholastic sport, he or she is explicitly agreeing to abide by the standards of conduct established for that activity, which standards may exceed those that are required or expected of other students generally.

The Board expects that the behavior of those who participate in interscholastic athletics – student athletes, coaches and spectators- will be of the highest order, including but not limited to meeting the standards of honesty and integrity, sportsmanship and school and community citizenship will be of the highest order, including but not limited to with respect to meeting academics, standards of honesty and integrity, sportsmanship and school and community citizenship.

Good physical condition, freedom from injury and recovery from illness shall be prerequisites to participation in all interscholastic athletics, whether in practice or competition.

Academic Responsibilities

All students' first priority should be their academic program. Since participation in the interscholastic athletic program requires a significant commitment of time and energy, a student athlete and his or her parents, teachers and coaches should frequently monitor the educational progress of the student to ensure that athletics are not impeding his or her academic development.

The High School provides numerous opportunities for its students to participate in extracurricular activities, including athletics. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to take advantage of these opportunities; however, students should not sacrifice the quality of their academic program in pursuit of those opportunities. A student who attempts to participate in too many extracurricular activities will often be in a position of conflicting responsibilities. Students are therefore strongly cautioned not to overextend themselves.

Good Sportsmanship

Instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors. All District employees should model good behavior in this regard. It is especially important that the Athletic Director, coaches and principals accept the responsibility for encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators.

Coaches should include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the High School and of the district generally and that poor sportsmanship will be disciplined. Parent(s) or legal guardian(s) and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events. Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in pupils, staff, parents or any persons in attendance at District athletic contests. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

Appointment and Evaluation of Coaches

All coaches shall be appointed and evaluated on an annual basis. The High School Principal or his or her designee shall recommend to the Superintendent the appointments of all High School coaching positions after consultation with the Athletic Director. Head coaches shall participate in the selection of assistant coaches.

The Athletic Director shall establish a job description and criteria and procedures for the evaluation of coaches. The job description and evaluative criteria should emphasize coaching competence as well as a caring attitude and concern for every member of the team.

Administrative Regulation

The Board of Education shall adopt an Administrative Regulation to further implement the goals and requirements of this policy.

2nd read and approved with revisions: 9/20/10

6500 HIGH SCHOOL GRADUATION STANDARDS

(See also: Ad. Regs. 6500)

To graduate from the New Canaan Public Schools, every student must earn a minimum of 23 credits and meet the proper credit distribution requirements and Performance Standards for Graduation in reading, writing, research, mathematical problem solving and scientific reasoning. Performance standards are met through a variety of approaches including standardized testing and/or products (portfolios, district benchmark tasks, etc.) as described in the Administrative Regulations (Ad Regs). Performance standards in Information and Communication Technology (ICT), Artistic Expression and Citizenship are embedded in required courses.

Credits Required for Graduation (effective Class of 2009)

Required Credits: 23

Course Load:

Grade 9..... 6 courses plus Physical Education (PE) and Health

Grade 10..... 6 courses plus PE and Science Lab or 7 courses plus PE each semester

Grade 11..... 6 courses in one semester and 7 courses in the other

Grade 12..... 6 courses in each semester

English: 4 credits (8 semesters) that include:

Freshman English (2 semesters)

Language, Literature & Composition (Sophomore, 2 semesters)

Junior English (Junior, 2 semesters)

Senior or AP English (Senior, 2 semesters)

Social Studies: 3 credits (6 semesters) that include *U.S. History, Civics*

Mathematics: 3 credits (6 semesters)

Science: 2 credits (4 semesters)

Physical Education: 1.5 credits (.50 Grade 9, .50 Grade 10, .25 Grades 11 and 12)

Visual and Performing Arts and Career & Technology Education:

1 credit (2 semesters) in one of these areas and .5 credit (1 semester) in the other.

~Fine Arts - Any course offered in Music, Art or Dance meets requirement.

~Career & Technology Education - Any course offered in Technology Education, Family and Consumer Science or Business Departments or Cooperative Work Experience meets the requirement.

Comprehensive Health: .25 credit in Comprehensive Health in the 9th Grade

Substance Abuse Prevention: .25 credit (as scheduled across Grades 10, 11 and 12, for a total of .25 credits)

Graduation Performance Standards

In addition to credit distribution requirements, graduating students must meet performance standards in five areas: reading, writing, research, mathematical problem solving and scientific reasoning.

Reading - Students will read, comprehend, and analyze fiction, non-fiction, and technical material to obtain information and build an understanding of the text, themselves, and the world around them.

Writing - Students will communicate effectively in writing by applying appropriate structures and conventions.

Research - Students will engage in research by locating, critically selecting, interpreting, organizing, and synthesizing information from print, non-print, and electronic sources to increase knowledge, solve problems, and construct meaning.

Mathematical Problem Solving - Students will present a problem using appropriate mathematical methods and tools and provide and explain a solution that demonstrates an understanding of math as a necessary tool for comprehending the physical and social world.

Scientific Literacy - Students will apply the scientific method to discover the rules of nature.

Embedded Performance Standards

Information Communication Technology (ICT) Competencies – Students will use appropriate technology to effectively access, manage and communicate information, understanding and ideas. Students will communicate effectively and apply appropriate structures and conventions. ICT competencies, which have been approved as part of the district and State Technology Plans, are integrated in courses and taught and assessed through assured experiences in grades K-12.

Artistic Expression Standard – Students will demonstrate an understanding of the importance of the arts as an expression of human experience by creating, responding to and communicating in at least one arts discipline. This standard is demonstrated by successfully completing a course in Visual and Performing Arts. Performance standards are integrated into course projects and performances.

Citizenship Standard – Students will understand the ideals, principles, and practices that reflect a democratic republic. This standard is demonstrated by successfully completing a course in Civics or U.S. Government. Performance standards are integrated into course projects and performances.

Legal References:

Connecticut General Statutes:

§ 10-16b Prescribed courses of study.

§ 10-18 Courses in United States history, government and duties and responsibilities of citizenship.

§ 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome.

§ 10-220 Duties of boards of education.

§ 10-221a High school graduation requirements.

§ 10-223a Promotion and graduation policies. Basic skills necessary for graduation, assessment process.

Revised 5/19/03

Revised 11/19/07

Approved 12/3/07

INSTRUCTION 6505

6505 HIGH SCHOOL FINAL EXAMS

Seniors will be exempt from a classroom Final Examination at the end of the year if they meet the following criteria:

- The student has maintained an 85 average or above in the fourth quarter in that class
- The student has no unexcused absences in that class for the semester
- The student has no more than five total absences in that class for the semester

(This policy is in effect for the years 2007-2008 and 2008-09 and will be reviewed after teacher input.)

BOE approved 3/25/08

INSTRUCTION 6510

6510 EARLY GRADUATION

The basic requirement for early graduation is the successful completion of all necessary requirements.

The following steps shall be completed:

1. The student shall notify in writing his or her guidance counselor.
2. The guidance counselor shall verify that all requirements have been met.
3. The guidance counselor shall inform the principal.

A student who graduates early may participate in the regular June ceremony for his/her class.

BOE Committee 03/15/93

BOE Approval 10/18/93

INSTRUCTION 6520

6520 DIPLOMAS FOR FORMER RESIDENTS

(See also Students, Eligibility to attend New Canaan Schools, 5010)

A student who leaves New Canaan may receive a New Canaan High School diploma provided:

1. The student has completed his/her junior year at New Canaan High School.
2. The student can meet all the New Canaan course requirements for graduation.
3. Requests are made in writing no later than the time of the transfer.
4. A satisfactory arrangement can be made with the receiving school, and the candidate has notified the receiving school of his/her intention to graduate from New Canaan High School.

BOE Committee 10/50/92

BOE Approval 10/18/93

INSTRUCTION 6530

6530 STATEWIDE PROFICIENCY/MASTERY TESTS

Each student enrolled in the fourth, sixth, eighth and tenth grade, shall take a statewide mastery examination measuring essential grade level skills in reading, language arts and mathematics. The Connecticut Mastery Test (CMT) shall be provided by and administered under the supervision of the State Board of Education. The tenth grade test, Connecticut Academic Performance Test (CPAT) will also be under these auspices.

Each student who fails to meet or exceed each statewide standard for remedial assistance on each component of the test shall annually take or retake such component at its regular administration until the student scores at or above each statewide remedial standard.

The school district may not require achievement of a satisfactory score on any CMAT OR CPAT, or any subsequent retest on a component of such examination as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except when their Planning and Placement Team determines that participation would be inappropriate.

Students enrolled in a bilingual program or English as a Second Language may be exempted from taking the Connecticut Mastery Test if the teacher, student and parents feel such exemption is in the student's best interest. These students may, however, at the option of the student or his/her parents take the test.

The school district shall report to the State Board of Education the results of the testing including remedial assistance, compensatory programs, and curriculum adjustments.

The administration shall, upon receipt of the test scores, report annually the results of the Connecticut Mastery Tests, including remedial assistance, compensatory programs and curriculum adjustments to the Board of Education.

The school district shall report to the State Board of Education the results of the testing including remedial assistance and compensatory programs.

The administration shall, upon receipt, annually report the results of such Mastery Testing to the Board of Education.

BOE Committee 3/24/93

BOE Approved 10/18/93

INSTRUCTION 6600

6600 HOMEWORK

All homework assignments shall be adjusted to meet the needs of the individual students. Guidelines by grade are:

Kindergarten	Adjusted to individual maturity and readiness
Grade 1	Adjusted to individual maturity and readiness
Grade 2	45 minutes per week
Grade 3	1 hour per week
Grade 4	1 1/2 hours per week
Grade 5	2 hours per week
Grade 6	3 hours per week
Grade 7-8	1 hour and 20 minutes per night
Grade 9-12	90 minutes per night up to a maximum of 1 hour per night per academic subject.

BOE Committee 06/01/93

BOE Approved 10/18/93

INSTRUCTION 6610

6610 PRIVATE TUTORING

When staff members recommend private tutors, a minimum of two names shall be given.

No staff member may, during the regular school year, tutor a student in any of his or her classes. During the summer, staff may tutor students who have been or will be in their classes.

No staff member may privately tutor during the regular working day. Private tutoring may not take place on school property.

Any staff member tutoring a New Canaan public school student during the regular school year shall notify the principal of the school the student attends. The principal of each school shall maintain a list of all students being tutoring including the subject(s), amount of time, and duration of the tutoring.

BOE Committee 6/08/93

BOE Approved 10/18/93

INSTRUCTION 6620

6620 FIELD TRIPS

The term "field trip" or "school trip" applies to all activities taking place away from the school and resulting from any aspect of the instructional, club, or athletic programs of the schools. This policy addresses three types of field trips: 1) school-sponsored trips requiring board approval, 2) school-sponsored trips not requiring board approval, and 3) privately sponsored field trips.

Procedures for School Sponsored Trips Requiring Board Approval

Overnight or extended trips require board approval. Individuals or groups wishing to make application for board approval should adhere to the following procedures:

The proposal must first have the approval of the school principal.

No trip-connected activities (fund raising, final travel arrangements, etc.) will occur prior to approval by the board of education.

A school representative must attend the board meeting at which the board will consider the trip proposal.

Following board approval and before departure, signed parent permission and trip cancellation policy forms (attached) must be on file.

Extended trips should be scheduled whenever possible during vacation/school holiday periods.

It is understood that the planning and organization of school-sponsored trips may require the use of reasonable classroom time, official school communications (daily bulletin, public address system, telephones, information distribution systems, etc.), and school materials and supplies (i.e., school stationery).

A written request should be submitted to the superintendent for review and submission to the board of education. All written proposals for school-sponsored trips requiring board permission should contain the following information:

A general description of the trip (destination, activity, eligibility, etc.).

A description of the direct relationship to classroom instruction.

A rationale for the distance to be traveled in relation to the unique educational value of the trip.

Provisions for providing full information about the proposed trip to parents (including a required meeting for the parents of participating students).

Details about housing facilities and transportation.

A clear statement of the provisions for adult supervision (either school staff or approved volunteers) and the number and duties of chaperones.

Full information about financing, including a breakdown of expenses as related to costs.

A clear statement of equal opportunity for all pupils directly concerned to participate (i.e. no student can be denied the opportunity because of disability or cost).

Provision for emergencies (pertinent medical information and how parents can contact pupils and/or sponsors and how sponsors can contact parents).

School Sponsored Trips Not Requiring Board Approval

Trips that are one day or less in duration (not overnight) do not require approval by the board of education or the superintendent. However, all such proposed school trips must be approved by the principal or his/her designee and should contain the following information in a report submitted to the principal or his/her designee:

A general description of the trip (destination, activity, eligibility, etc.).

A description of the direct relationship to classroom instruction.

A rationale for the distance to be traveled in relation to the unique educational value of the trip.

Provisions for providing full information about the proposed trip to parents

Details about transportation.

A clear statement of the provisions for adult supervision (either school staff or approved volunteers) and the number and duties of chaperones.

Full information about financing, including a breakdown of expenses as related to costs.

A clear statement of equal opportunity for all pupils directly concerned to participate (i.e. no student can be denied the opportunity because of disability or cost).

Provision for emergencies (pertinent medical information and how parents can contact pupils and/or sponsors and how sponsors can contact parents).

Privately Sponsored Trips

The board acknowledges that special groups may want to organize private ventures that do not meet the above criteria.

Privately sponsored trips involving New Canaan students are wholly outside the control and responsibility of the board. Such activities must be recognized by sponsors, parents and students as wholly voluntary on their part and that the board assumes no responsibility whatsoever for any such trips in general or any specific aspects of such trips in particular.

All NCPS staff members associated with private trips involving NCPS students shall adhere to the following:

All proposals must recognize that school liability policies do not extend to staff members or students participating in private trips.

Parents and students shall be clearly informed that private trips are neither sponsored by nor affiliated with the New Canaan Public Schools. This shall be prominently included on all correspondence and written materials and shall be stated at all meetings of parents of participants.

Such trips are private and may not use the school name, school resources, supplies or materials, nor may planning or recruiting take place during school hours.

Destination Guidelines

Decisions regarding the appropriateness of field trip destinations should take into account the following factors:

- United States Department of Homeland Security and United States Department of State Advisory Codes and Threat Levels
- Age of students
- Curricular and instructional importance
- Method of travel
- BOE Field Trip Policy guidelines
- Whenever possible, overseas trips should be approved two years in advance of departure
- Mode of Transportation

A licensed professional carrier is the required mode of transportation for destinations beyond Fairfield, New Haven or Westchester counties. Volunteer parent or legal guardian drivers are restricted to driving within Fairfield, New Haven or Westchester counties.

Volunteer Drivers

In the event volunteer drivers are used, the following procedures will be followed:

- Volunteer drivers shall be limited to parents, legal guardians, faculty or staff members.
- Parents or legal guardians are restricted to driving in Fairfield, New Haven or Westchester counties.
- Volunteer drivers are required to show proof of both a valid driver's license and current insurance coverage (either a certificate of insurance or the individual policy) prior to trip departure.
- The volunteer driver's coverage is the primary coverage in the event of an accident. The board of education's automobile policy does not provide any coverage for the

individual volunteer. Staff members are protected by school liability insurance for school-sponsored trips.

- The minimum amount of insurance held by the volunteer driver must cover bodily injury (\$100,000/\$300,000), property damage (\$50,000) under/uninsured motorist bodily injury (\$100,000/\$300,000) single limit or combined, regarding any occurrence.

BOE Approved 10/3/95

Revised drafts presented to BOE 2/24/04, 3/3/04, 4/6/04, 5/17/04, 6/22/04, 7/6/04

Approved as amended 7/6/04

FIELD TRIP CANCELLATION POLICY

It is important to understand that the safety of our students and staff is always our primary concern. Serious and unanticipated conditions can arise which are outside of our control that cause us to believe the safety and welfare of our students or staff may be affected. Although such conditions are generally unlikely, we must be aware of the possibility.

Position of the School District: The New Canaan Board of Education, administration, and staff reserve the right to cancel, alter or modify any school trip at any time before or during the trip. In such a case, we cannot be liable for any deposits or payments which may be lost or forfeited resulting from such a decision. Such cancellation, alteration or modification may be due to unforeseen events that in our judgment jeopardize the safety and well-being of our students and staff.

Your Agreement: By signing and returning this form to your child’s teacher, you confirm that you have read the above statement and you understand:

- 1) That your decision to have your student participate in this trip is voluntary;
- 2) That you will bear the financial risk should this trip be cancelled or altered; and
- 3) That the New Canaan Public Schools is not responsible for the loss of any deposits or payments resulting from such a decision.

Parent/Legal GuardianName:

Parent/Legal Guardian Signature:

Student Name:

Student Signature:

Date: _____

If you have questions, please contact the staff.

FIELD TRIP PERMISSION FORM

We understand the nature of the trip being planned to:

on (date)

Leave/Return:

We understand that transportation will be by (mode of transportation)

and that the cost is: \$

We understand the purposes of and procedures governing the trip and we hereby grant permission

(name of student) to participate.

In the event that a student must return to New Canaan independently for reasons of health, accident, or failure to conform to rules established by the teacher(s) in charge, we agree to accept full responsibility for such costs.

Listed below are the names and phone numbers of two responsible persons who may be contacted during the time of this activity:

(Name, phone)

(Name, Phone))

My child has the following medical condition:

My child has a known sensitivity to the following:

Required medication:

(Parent/Legal Guardian Signature)

(Date)

Note: If your child requires medication, please be sure that the medication and the medication authorization form are on record in the School Health Office. (If required, an epipen MUST be provided for all field trips.)

FIELD TRIP DRIVER INSTRUCTION FORM

Volunteer drivers using their vehicles to transport students on field trips or other school-sponsored and district-approved field/activity trips must comply with the following requirements:

1. A valid Connecticut driver's license.
2. The minimum amount of insurance held by the volunteer driver must include:

Bodily Injury Liability \$100,000/\$300,000; Property Damage \$50,000; Under/Uninsured Motorist \$100,000/\$300,000.

3. A minimum age of 21 and either parent, legal guardian, faculty or staff.
4. Completion of the appropriate Volunteer Vehicle Usage Form and submittal to the principal five days prior to the field trip. The principal is the approving administrator.
5. Compliance with the law requiring each passenger, including the driver, to use a seat belt.
6. Carrying only the number of passengers for which your vehicle is designed, not to exceed more than a total of six passengers, including the driver.
7. Emergency information for each occupant (both students and adults) must be maintained in the vehicle. Student emergency information is provided on the emergency portion of the field trip parent permission form.
8. It is recommended that a first aid kit and fire extinguisher be carried in the vehicle.
9. Emergency information for each occupant (both students and adults) must be maintained in the vehicle. Student emergency information is provided on the emergency portion of the field trip parent permission form.
10. Report accidents/injuries to school and Transportation Director as soon as possible.

Questions and/or accident reports may be referred to the Transportation Director (203-594-4039) or the Business Office (203-594-4025)

Thank you for volunteering your services to benefit our students. Have a fun, safe trip!

FIELD TRIP DRIVER STATEMENT

I am aware that in offering to drive students to _____

in conjunction with _____ field trip

(Name of School)

that I assume primary personal and legal responsibility whenever passengers are riding with me. I have conferred with my insurance representative as the adequacy of my coverage for this trip and accept this responsibility, realizing that it may cause me to be held liable in the event of an accident or injury to the student(s) involved. I understand that any Town insurance coverage will be secondary to any insurance claims that are made in the event of any and all liability, claims, suits, demands, judgments, costs, interest and expense (including attorneys' fees and costs) arising from the transportation of myself or any student riding with me as passengers in conjunction with the aforementioned activity, including any injury to any such student, and the cost of medical services.

Further, I certify that:

The vehicle is equipped with 3-point lap/shoulder seat belts for all occupants.

The vehicle is regularly maintained and kept in good mechanical condition.

In the last 36 months I have not been cited for DWI, DUI, OWI, OUI, reckless driving, manslaughter, hit and run, eluding a police officer, drag racing, license suspension or driving while license suspended, nor have I refused substance tests or been convicted of any felony.

I am either a parent, legal guardian, faculty or staff, 21 years of age or older.

I have a valid Connecticut driver's license and there are no restrictions preventing me from transporting students in my vehicle.

The following minimum vehicle insurance requirements are met:

Bodily Injury Liability - \$100,000/\$300,000

Property Damage - \$50,000

Under/Uninsured Motorist - \$100,000/\$300,000

I understand the above and in recognition of the fact have filed with the principal of

_____ (this liability form as required by the
(name of school)

regulations of the New Canaan Public Schools Board Policy #6620, "Field Trips."

Volunteer Signature _____

Date _____

School Administrator's Signature _____

Date _____

INSTRUCTION 6700

6700 CRITERIA FOR LEARNING RESOURCES

The Board of Education delegates the responsibility for the selection of textbooks, videos and other learning resources to the Superintendent of Schools or his/her designees.

Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level and learning style of the students for whom the materials are selected. In addition, materials chosen shall emphasize the higher order thinking skills and shall be appropriate for the relevant range of DRP reading levels of the students.

INSTRUCTION 6710

6710 POLICY AND PROCEDURES FOR SCHOOL LIBRARIES

It is the policy of New Canaan Board of Education to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and presentation of different points of view to meet the needs of students and teachers. To this end, the Board of Education affirms its responsibility:

- to provide materials that will enrich and support the curriculum, taking into consideration the various interests, abilities, learning styles and maturity levels of the students served;
- to provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
- to provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgments in their daily lives;
- to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community.

Any resident or employee of the school district may formally challenge learning resources used in the district's educational program on the basis of appropriateness in accordance with the established administrative procedure (see BP #6700 and Ad. Reg. #6711).

(For purposes of this statement of policy, the term "learning resources" refers to any materials or resources, whether acquired or locally produced, with instructional and recreational content or function that is used for formal or informal teaching/learning purposes.)

Date Adopted: 11/90

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