

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE:	May 20, 2014
TIME:	6:45 P.M.
PLACE:	Lillis Administration Building, Rm. 2

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

- 1. Call to Order**
- 2. Public Comment**

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of items on this agenda. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

3. Discussion and Possible Action Items

A. Policies Recommended for Revision:

1. 1331 Smoking
2. 4118.232/4218.232 Smoking

B. Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:

1. 3516.3 Safety

C. Policy Recommended for Deletion at Initial Board Presentation:

1. 5141.6 Emergency Preparedness Policy

4. Item of Information

- A. Memorandum regarding future policy revisions due to new legislation**

5. Adjourn

Sub-Committee Members: **Angela C. Chastain, Chairperson**
David A. Lawson
Dave Littlefield
David R. Shaffer

Alternates: **Wendy Faulenbach**
John W. Spatola

RECEIVED
TOWN CLERK
2014 MAY 16 P 3:13

NEW MILFORD, CT

Commentary: 2014- suggested revision includes e-cigarettes.

1331

Community Relations

Smoking

The Board of Education is convinced, on the basis of substantial scientific and medical evidence, that smoking poses a serious hazard to the health of smokers and non-smokers alike. In addition, the Board believes that a school system, as an institution committed to the positive growth and development of young people that it serves.

Students

There shall be no smoking or any other unauthorized use of tobacco by students in any school building or school vehicle at any time, or on any school grounds or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program.

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

Staff and Public

It is the policy of the Board of Education, consistent with Connecticut General Statutes, to prohibit smoking within school buildings at all times, and to prohibit smoking on school grounds while school is in session or student activities are conducted. Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than district business, including to smoke or use tobacco products, he/she will not be considered to be acting within the normal course and scope of employment.

For the purpose of this policy, the term “smoking” includes the use of electronic cigarettes and other devices used to ingest nicotine by inhaling a vapor.

Legal Reference: Connecticut General Statutes

19a-342 Smoking prohibited in certain places. Signs required. Penalties.

21a-242 Schedules of controlled substances.

53-198 No smoking on buses

14-275c-2 Regulations of Department of Transportation

Policy adopted:	May 7, 2001
Policy revised:	December 10, 2002
Policy revised:	June 9, 2009
Policy reviewed:	October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

RECOMMENDED FOR REVISION

Commentary: 2014- suggested revision includes e-cigarettes.

4118.232

4218.232

Personnel – Certified/Non-Certified

Smoking

The New Milford Board of Education does not permit smoking or other use of tobacco products in school facilities and on school grounds. Employees are also prohibited from smoking on school transportation or during any school sponsored activity.

For the purpose of this policy, the term “smoking” includes the use of electronic cigarettes and other devices used to ingest nicotine by inhaling a vapor.

An employee who violates this policy shall be subject to discipline, up to and including discharge.

Legal References: Connecticut General Statutes
 19a-342 Smoking Prohibited
 53-198 No smoking on buses

Policy adopted: October 18, 2005

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Bold Italicized language constitutes an addition

Commentary: As noted in the February revisions to this policy (adopted by the Board recently), additional revisions are needed due to standards established by the DESPP. Public Act 13-3 required the DESPP to establish standards for school districts to use in developing school security and safety plans. These standards were drafted during the 2013-14 school year. By the start of the 14-15 school year, boards of education are expected to develop school security and safety plans for every school in their jurisdiction using the DESPP standards. This policy establishes the framework (elements required by law) from which the schools' security and safety committees shall create the plans for each school.

*Revising this policy is only the first step. **Each school will need to convene a security and safety committee to develop and implement a school security and safety plan that will be in place for the upcoming school year.** The DESPP has provided templates and tools for schools to use in developing their plans.*

Upon adopting these revisions, recommend deleting Board Policy 5141.6, "Emergency Preparedness," as this policy supersedes it.

3516.3(a)

Business/Non-Instructional Operations

Safety

The safety of students and staff is an integral part of the educational program of the New Milford Public Schools. Violence prevention, crisis and emergency response, fire prevention, traffic and pedestrian safety, driver education, maintenance of buildings, grounds and equipment, accident record keeping, and other potential safety issues shall be addressed by a written school security and safety plan.

School Security and Safety Plans

Development of ~~the school district's~~ security and safety ~~plan~~ **plans** will involve local officials from town, police, fire, public health, emergency management and emergency medical services and be based upon the standards developed by the Department of Emergency Services and Public Protection.

Business/Non-Instructional Operations

Safety

School Security and Safety Committee

Each school shall have a security and safety committee to assist in the development and annual review of the school security and safety plan. The committee shall include the following:

- *An administrator employed at the school*
- *A teacher employed at the school*
- *A mental health professional*
- *A parent or guardian of a student enrolled in the school*
- *A local police officer*
- *A local first responder*
- *A school custodian*
- *A school nurse*
- *Other persons the Superintendent or designee deems necessary (such as local emergency management director, local public health director, information technology director)*

The term “mental health professional” refers to guidance counselors, school social workers, school psychologists, school nurses and child mental health specialists in community mental health centers and child guidance clinics.

Any parent or guardian serving as a member of a school security and safety committee shall not have access to confidential student information protected by state and federal law.

Required Elements of School Security and Safety Plans

~~To the extent required by law, the district’s~~ *Each school* security and safety plan will include the following elements:

1. Crisis management procedures and procedures for managing various types of emergencies;
2. A command center organization structure *based on the National Incident Management System (NIMS) including Incident Command System (ICS) and a description of the responsibilities of the different parts of the command structure;*
3. *Use of the format of the All-Hazards School Security and Safety Plan Template as released and revised by DEMHS, including the use of standard terminology;*
4. *A reference kit available to first responders;*

Business/Non-Instructional Operations

Safety

5. ~~The Board of Education will conduct~~ A security and vulnerability assessment for each school every two years and *amendment of the school security and safety plans* ~~plan~~ based on the results of such assessment;
6. Safe School Climate Committees will collect, evaluate and report information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying to the safe school climate coordinator and school security and safety committee;
7. Training and orientation on the school security and safety plan and violence prevention training to each school employee *in a manner that will give the school community and municipal officials an understanding of the need for unified planning, preparedness and response*;
8. *Annually, the Board of Education shall review and update as necessary, a school security and safety plan for each school and submit such plans to the Department of Emergency Services and Public Protection (DESPP);* ~~School Security and Safety Committees for each school. The committees shall include, at minimum, a local police officer, a local first responder, a teacher, an administrator, a parent, and a mental health professional;~~
9. Local law enforcement and public safety officials will evaluate, score, and provide feedback on fire and crisis response drills. *The term "officials" includes the local emergency management director, fire marshal, building inspector and emergency medical services representative;*
10. ~~Periodic reporting on~~ *Annually by July 1st, the Board shall submit a report to the Division of Emergency Management and Homeland Security (DEMHS) Regional Coordinator regarding the types, frequency and feedback related to the fire and crisis response drills. This report will provide an opportunity for the development of best practices;* ~~to the Department of Emergency Services and Public Protection as required~~
11. *School security and safety plans shall be made an annex to the Town's Local Emergency Operations Plan filed annually with DESPP/DEMHS according to state law.*

The Superintendent of Schools is ~~authorized to develop the district's school security and safety plans in accordance with this policy and the standards established by the State of Connecticut~~ *shall implement this policy and provide an annual report to the Board of Education summarizing the district's activities regarding school security and safety.*

Business/Non-Instructional Operations

Safety

Legal References: *Conn. Gen. Stat.*

~~Public Act 13-3 An Act Concerning Gun Violence Prevention and Children's Safety.~~

28-7 Local and joint organizations: Organization; powers; temporary aid

10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee

10-222m School security and safety plans. School security and safety committees

10-222n School security and safety plan standards

10-231 Fire drills. Crisis response drills

"School Security and Safety Plan Standards" Version 1.0, DESPP/DEMHS

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011
Policy revised: May 13, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

<p style="text-align: center;">RECOMMENDED FOR DELETION AT INITIAL BOARD PRESENTATION</p>
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Commentary: May 2014 – Suggest deletion of this policy in light of the recent revisions to Board Policy 3516.3, which addresses the same topic.

5141.6

Students

Emergency Preparedness Policy

The New Milford Public Schools Emergency Awareness Manual provides an all hazard response framework to create an environment that is responsive to a variety of emergencies. The school district is committed to the essential components of prevention, intervention, response, and mitigation in addressing the safety needs of students. Excellence in communication and relationship development with the district's community partners such as the police, fire and health departments are fundamental to this framework, as is the need to practice the emergency awareness procedures at all levels of our organization.

Emergency awareness procedures are reviewed and updated as new scientific or experiential data becomes available. An annual report will be provided to the Board of Education that summarizes activities throughout the school district in implementation of the all hazard response framework.

Legal References: CGS 10-221(e)

Boards of Education to prescribe rules

Policy Adopted: June 12, 2001
Policy Revised: November 13, 2007

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

PULLMAN
& COMLEY
ATTORNEYS

MEMORANDUM

TO: Dr. JeanAnn Paddyfote, Superintendent of Schools
FROM: Attorney Susan Scott
DATE: May 15, 2014
SUBJECT: Future policy revisions due to new legislation

As requested, here is a preliminary list of anticipated changes to Board policies due to new laws recently passed by the state legislature (currently awaiting the Governor's signature):

Truancy – *SB 417 "An Act Concerning Excused Absences from School for Children of Service Members."* This law allows students to be excused for absences related to visiting with a parent or guardian who is an active duty member of the Armed Forces on leave, about to be deployed, or just returning from combat. Therefore, the definition of "excused absence" has been expanded.

Administration of Medication – *HB 5521 "An Act Concerning the Storage and Administration of Epinephrine at Public Schools."* State law now requires Boards to maintain epinephrine cartridge injectors for emergency first aid for students who experience allergic reactions and do not have the required documentation (parental authorization and doctor's order) for the administration of medication. The law also introduces the term "qualified medical professional" and defines qualified school professional as "a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional."

Expulsion / Student Conduct – *SB 477 "An Act Concerning the Expungement of a Pupil's Cumulative Education Record for Certain Expulsions."* This law enables students to request expungement of an expulsion prior to graduation if certain conditions are met.

Bullying/ Safe School Climate – *HB 5564 "An Act Concerning School Safety."* This new law requires school climate assessment instruments to include surveys that contain uniform grade-level appropriate questions to collect information about students' perspectives and opinions about school climate and allow students to do so anonymously. Also, Boards must submit their safe school climate plan for approval by the Department of Education by September 1, 2014 if they have not previously done so. There may also be some changes to the safe school climate plan to comport with school security and safety plans (legislation from last year that goes into effect this year).

Wellness – *HB 5566 “An Act Concerning Minor Revisions to the Education Statutes.”* This law changes standards for allowable nutritional drinks in schools (low-fat milk, low sodium, certain sugars, etc.).

Professional Development – *HB 5566 “An Act Concerning Minor Revisions to the Education Statutes.”* This statute clarifies the membership of the district’s professional development committee to include at least one teacher chosen by the teachers’ union and one administrator chosen by the administrators’ union.

Child Abuse and Neglect – *HB 5040 “An Act Concerning the Department of Children and Families and the Protection of Children.”* This law expands the list of mandated reporters to explicitly include all coaches and directors of youth athletics (coaches who work for schools are already considered to be mandated reporters as “school employees,” therefore, it really is only the addition of “directors of youth athletics”).

Exemption from Instruction – *SB 203 “An Act Concerning A Statewide Sexual Abuse and Assault Awareness Program”* Requires DCF, in collaboration with SDE to create said program, including teacher training and age appropriate educational materials for K-12 as well as the development of a uniform child sexual abuse and assault response policy. Boards of Education are required to implement the program not later than **October 1, 2015**. Part of the law states that parents may request exemption from such instruction.

**New Milford Board of Education
Policy Sub-Committee Minutes
May 20, 2014
Lillis Administration Building, Room 2**

Present: Mrs. Angela C. Chastain
Mr. Dave Littlefield
Mr. David R. Shaffer

Absent: Mr. David A. Lawson

Also Present: Dr. JeanAnn Paddyfote, Superintendent of Schools

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TOWN CLERK
2014 MAY 22 P 12:49
NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Chastain.	Call to Order
2.	Public Comment <ul style="list-style-type: none">None	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Policies Recommended for Revision: 1. Policy 1331 Smoking 2. Policy 4118.232/4218.232 Smoking <ul style="list-style-type: none">Dr. Paddyfote said these policies were being updated to include electronic cigarettes. Policy 1331 is in the Community Relations series and 4118.232/4218.232 is in the Personnel series. Mr. Shaffer moved to bring Policies 1331 Smoking And Policy 4118.232/4218.232 Smoking to the full Board for first review. Motion seconded by Mr. Littlefield. Motion passed unanimously.	A. Policies Recommended for Revision: 1. Policy 1331 Smoking 2. Policy 4118.232/4218.232 Smoking Motion made and passed unanimously to bring Policies 1331 Smoking and Policy 4118.232/4218.232 Smoking to the full Board for first review.
B.	Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311: 1. 3516.3 Safety	B. Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311: 1. 3516.3 Safety

	<ul style="list-style-type: none"> • Dr. Paddyfote said this policy had been discussed in February and it was stated that more revisions were to come. While still not finalized, more guidelines have been received and are incorporated here. There will be a great deal of work involved in setting up the school security and safety plans as required for each school. This revision provides guidance so that work can begin over the summer by the new Director of Fiscal Services and Operations, Mr. Hubelbank. • Mr. Littlefield said he thought that at a previous meeting Dr. Paddyfote had said the Assistant Facilities Manager, Mr. Olenik, was going to perform this task. Dr. Paddyfote said that had changed due to the magnitude of the project and that Mr. Hubelbank would consult with Mr. Olenik as needed. • Mrs. Chastain asked if there would be some overlap in plans among the schools and Dr. Paddyfote said yes but each school is required to have a separate plan. • Mr. Shaffer asked why the Safe School Climate Committee was referenced on page 3516.3(c) and Dr. Paddyfote said they deal with students who may exercise disturbing behavior so the Safety Committee should be aware. Mr. Shaffer asked that a point of clarification be added to page 3516.3(c) #6 to differentiate Safe School Climate Committee from the School Security and Safety Committee. <p>Mr. Shaffer moved to bring Policy 3516.3 Safety to the full Board for approval. Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p>	
C.	Policy Recommended for Deletion at Initial Board Presentation:	Motion made and passed unanimously to bring Policy 3516.3 Safety to the full Board for approval.
1.	5141.6 Emergency Preparedness Policy	1. 5141.6 Emergency Preparedness Policy
	<ul style="list-style-type: none"> • Dr. Paddyfote said this policy will be 	

	<p>redundant with the adoption of 3516.3 which the Board attorney thought was better placed in the 3000 Business series versus the 5000 Student series since it is operational in nature.</p> <p>Mr. Shaffer moved to bring Policy 5141.6 Emergency Preparedness Policy to the full Board for deletion. Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Policy 5141.6 Emergency Preparedness Policy to the full Board for deletion.</p>
4.	<p>Item of Information</p>	<p>Item of Information</p>
A.	<p>Memorandum regarding future policy revisions due to new legislation</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the committee should have a busy fall as she referenced the memorandum regarding future policy revisions that will be needed due to new legislation. Approved absences under truancy will be expanded to include visits with active duty parents on leave. Administration of medication will be expanded to include the use of an epinephrine injector by trained staff in an emergency without required documentation. Students may request expungement of an expulsion prior to graduation if certain conditions are met. Under the safe school climate area, student surveys will now be required. Wellness standards for allowable nutritional drinks are changing. Membership in the district's professional development committee will include at least one teacher chosen by the teacher's union and one administrator chosen by the administrator's union. The list of mandated reporters for child abuse and neglect has expanded to include directors of youth athletics. The state is requiring that DCF, in conjunction with SDE, to create an awareness program regarding sexual abuse and assault which the schools would then need to implement by October 1, 2015. • Mr. Shaffer asked if a child was allowed to self-administer medication and Dr. Paddyfote 	<p>A. Memorandum regarding future policy revisions due to new legislation</p>

	<p>said yes according to guidelines in the medication regulations already in place. This new law is for children that the district does not know about ahead of time.</p> <ul style="list-style-type: none">• Mr. Littlefield asked if trained staff included the bus drivers. Dr. Paddyfote said they are not district employees but in the case of students with known issues, the district makes arrangements for support as needed.• Mr. Shaffer asked who is deciding what conditions need to be met to expunge an expulsion and Dr. Paddyfote said the state will decide.	
5.	<p>Adjourn</p> <p>Mr. Shaffer moved to adjourn the meeting at 7:05 p.m. seconded by Mr. Littlefield and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:05 p.m.</p>

Respectfully submitted:



Angela C. Chastain, Chairperson
Policy Sub-Committee