

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

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE:	March 15, 2016
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

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. Discussion

A. Policies for Review

- 1. 1324 Fund-Raising by Students
- 2. 3280 Gifts to the School
- 3. 3281 School Fund Raisers
- 4. 3313 Relations with Vendors
- 5. 5131.6 Drugs Alcohol Tobacco

B. Regulations for Review

- 1. 3280 Gifts to the Board
- 2. 3281 School Fundraisers

4. Public Comment

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accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

5. Adjourn

Sub-Committee Members: J.T. Schemm, Chairperson
Wendy Faulenbach
Dave Littlefield
Tammy McInerney

Alternates: Brian McCauley
David A. Lawson

Community Relations

Fund-Raising by Students

Fund-raising shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds.

Fund-raising shall be permitted by students attending middle and high school, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation.

Each Principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all fund-raising activities being conducted in the schools.

Fund-Raising In and For The Schools

It is the responsibility of the Board to control fund-raising activities which involve the students in the New Milford school system.

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

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

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.
- The mechanics and procedures of fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.

Community Relations

Fund-Raising In and For The Schools

- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.
- Students in grades K-5 shall not be asked to solicit outside of their home.

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

New Milford Public Schools
FUNDRAISING ACTIVITY REQUEST FORM

Name of Fundraising Activity: _____

School: _____ Date of Request: _____

Club/Team/Organization: _____

This activity is being organized by:

_____ School Activity Advisor: _____

_____ Contact Name and Number

_____ District Affiliated Group: _____

_____ Contact Name and Number

Proposed date of fundraiser: _____

Fundraising activity: (please check one)

Gift/donation: _____

Solicitation: _____

Sale of goods: _____

Sale of services: _____

Raffle/Bazaar* _____ (Please see reverse side regarding Raffles and Bazaars)

What is the purpose of the fundraiser, what will the funds be used for?

How will the fund be raised? If selling items, please specify what will be sold, the cost of the items and how they will be sold. Attach additional information if necessary. (*Note* the maximum allowable re-sale price is \$20.00 per unit.*)

Estimated Total Gross Revenue from fundraiser \$ _____

Signature School Activity Advisor: _____ Date: _____

Building Principal authorization: _____ Date: _____

Business Office authorization: _____ Date: _____

Superintendent authorization: _____ Date: _____

Fundraiser ID# (assigned by Business Office) _____

Note* Raffles, bazaars or games of chance are not permitted unless the sponsoring organization provides prior documentation of the following:

1. Approval from the Department of Consumer Protection (see the Department's website to obtain the necessary forms and instructions.) and
2. Acknowledgement that the sponsoring organization will not permit any person under the age of 18 to promote, conduct or operate any bazaar, or raffle or any person under the age of 16 to sell or promote the sale of tickets. An explanation of how the raffle or bazaar will be conducted must be provided when this form is filed. Applicants must explain how they will safeguard student involvement in the event.

New Milford Public Schools
FUNDRAISING ACTIVITY REPORTING FORM

Name of Fundraising Activity _____

Fundraiser ID # (From Fundraising Activity Request Form) _____

School: _____ Date: _____

Club/Team/Organization: _____

School Advisor: _____

District Affiliated Group Contact: _____

Did the event take place on the proposed date?: YES _____ NO _____

If "NO," on what date did it occur: _____

A) Actual GROSS receipts from event: \$ _____

Note this value must equal the total of deposits to the relevant activity account (please indicate fundraiser ID# on deposit vouchers)*

Expenses (if any) incurred to run event:

Note any & all expenses related to the fundraiser must be paid directly from the relevant activity account by check. (please indicate fundraiser ID# on all disbursement requests) if any preparation expenses were incurred prior to the actual event please include below with corresponding activity check#.*

(please describe & itemize) 1) _____
2) _____
3) _____
4) _____
5) _____
6) _____

B) Total Expenses from event: \$ _____

(A) – (B) = Net proceeds to organization \$ _____

Signature of Advisor: _____

Received by Building Principal: _____ Date: _____

Received by Business Office: _____ Date: _____

Business/Non-Instructional Operations

Gifts to the School

Because all gifts and/or donations to the school system become the property and responsibility of the school district, the Board shall have knowledge of and recognize gifts received.

The New Milford Board of Education is grateful for gifts and donations given to the school system, whether such gifts and donations be in the form of money, services, programs, equipment or other items of value. The Superintendent of Schools shall be authorized to accept, on behalf of the Board, gifts to the school system up to a cumulative value from one source of one thousand dollars (\$1000), and shall notify the Board of such gifts at the next regular Board meeting. The Board shall approve gift/gifts valued at one thousand dollars (\$1000) or more; as well as gifts that shall likely involve future cost to the school system regardless of value.

When gifts and donations are accepted, the Board of Education shall have care and custody of such items, and they shall be expended or used at its discretion; however, should the donor restrict the use of a gift or donation, the board shall honor the restriction or return the property to the donor.

1. Individuals, groups, or corporations wishing to give a gift or donation to the New Milford Schools shall direct their offer in writing or in person to the Office of the Superintendent.
2. Receipt of gifts and donations by the Superintendent shall be acknowledged in writing by the Superintendent's secretary; receipt of gifts and donations by the Board of Education shall be acknowledged in writing by the Board Secretary or Assistant Secretary.
3. The New Milford school system shall not be inappropriately influenced or constrained due to gifts and/or donations from an individual, group or corporate donor.

Any donation of teaching services by private sector specialists shall be in compliance with Connecticut General Statutes § 10-21c and applicable collective bargaining agreements.

If a donation of technology includes new computers or used computers that are not more than two years old at the time of the donation, the Board of Education may accept such donation in accordance with Connecticut General Laws 10-228b.

Business/Non-Instructional Operations

Gifts to the School cont'd.

Legal Reference: Connecticut General Statutes

 10-21c. Donation of teaching services by private sector specialists

 10-76c. Receipt and use of money and personal property

 10-228b. Tax credits for donation of computers to schools

 10-237 School activity funds

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Business/Non-Instructional Operations

School Fund Raisers

It is the responsibility of the Board to control fund-raising activities which involve the students in the New Milford school system.

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

The following guidelines shall apply when a school Principal and the Superintendent or his or her designee considers a fund-raising activity for approval:

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.
- The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of request forms to the Office of the Superintendent for final approval.
- Students in grades K-5 shall not be asked to solicit outside of their home.
- The activity shall be appropriate for the students involved and consistent with the interests of the school system as determined by the school Principal and the Superintendent or his or her designee.

(cf. 1324 – Fund Raising In and For the Schools)

Policy adopted: March 12, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Business/Non-Instructional Operations**Relations with Vendors**

The Board wishes to maintain good working relations with vendors who supply materials, supplies, and services to the school system.

Constructive efforts by the administration to seek advice and counsel of vendors on how to improve such relationships are encouraged.

The schools shall not extend favoritism to any vendors. Each order shall be based on quality, price, and delivery, with past service being a factor if all other considerations are equal.

Representatives of sales entities shall limit their visits to administrative personnel at or above the level of business administrator, or if requested to do so, to other groups as determined by the above.

In order to avoid the appearance of conflicts of interest:

1. No purchase of goods individually and/or collectively exceeding \$20 will be made from an employee of the school district nor from any enterprise in which he/she holds an interest or is employed unless the bid process has been followed.
2. No purchase of goods or services will be made from a member of the Board, nor from any enterprise in which he/she holds an interest or by which he is employed, except for public utilities or a company whose stocks are listed on recognized stock exchange .
3. The provisions of sections 1 and 2 shall also be observed when an employee or board member is involved in a purchase in a capacity such as a sales representative where he/she would profit financially as a direct result of the purchase. [The Board of Education may waive the provisions of sections 1 and 2 if the member's or employee's interest or employment relationship is fully disclosed and the Board of Education determines that the purchase is in the best interests of the school system.]
4. No employee or Board of Education member shall endorse for individual profit any product of any type or kind in such a manner as will identify him/her in any way as a Board member or an employee of the school district.

The provisions of this policy are subject to any more restrictive Town ethics rules applicable to school district employees or Board of Education members.

Business/Non-Instructional Operations

Relations with Vendors

Affirmative Action

The school district shall require contractors to agree and warrant that they will not unlawfully discriminate or permit discrimination against any person or groups of persons on the basis of race, color, national origin, ancestry, sex, marital status, age, disability, religion, sexual orientation, gender identity or expression, veteran status, genetic information or any other status protected by law either in employment practices or in the provision of benefits or services to students or employees. The vendor or contractor will affirm that it adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statute 4a-60(a)(1) and section 4a-60a(a)(1), as amended.

Definitions

A "bid" is a formal procedure which indicates written specifications, a newspaper notice to advertisers, and a fixed date and time at which the vendors' returned sealed bids will be opened and publicly read.

Legal Reference: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

46a-58 through 46a-81 re discriminatory practices

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

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

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 11, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Students**Drugs, Alcohol and Tobacco**

The Board of Education is committed to maintaining a drug and alcohol free environment for students in the school district. It is the policy of the Board of Education to take positive action through instruction, counseling, parental involvement, medical referral and law enforcement referral, as appropriate, in handling incidents involving the possession, distribution, sale or use of drugs, alcohol and other substances that affect behavior.

In keeping with this policy, the use, possession, sale or distribution of drugs, controlled substances, drug paraphernalia or alcoholic beverages, including the unauthorized use or possession, or the sale or distribution of a prescription drug, is prohibited on school premises or at any school sponsored activity. Students who violate this policy are subject to disciplinary measures including suspension and expulsion. In addition, the student's parents will be contacted and referrals will be made to the appropriate treatment agency and/or law enforcement agency. Students should also be aware that they are subject to mandatory expulsion proceedings if they engage in the sale or distribution of a controlled substance regardless of whether such conduct occurred on or off school grounds.

The personal privacy rights of students shall be protected as provided by law. Students are on notice that school properties, including lockers and desks, may be searched when there are reasonable grounds to suspect that the search will produce evidence that the student has violated school rules.

Students will be notified annually of the requirements of this policy and potential disciplinary sanctions through the student handbook or other appropriate means of notification.

Smoke Free Environment

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 during the school day or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, field trip, extracurricular event, or school related activity such as a work-study program. For the purpose of this policy, the term "smoking" includes the use of vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit. Students who violate this policy are subject to discipline.

Definitions

For the purposes of this policy, the following definitions shall apply:

1. "Controlled Substance" is a drug, substance, or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to section 21a-243 of the Connecticut General Statutes.

Students

Drugs, Alcohol and Tobacco

Definitions (continued)

2. "Drug" is any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to section 21a-243 of the Connecticut General Statutes, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs.
3. "Drug Paraphernalia" is any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing into the human body, any controlled substance. This includes, but is not limited to objects used, intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with screens, permanent screens, hashish heads or punctured metal bowls; water pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips: meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; miniature cocaine spoons, and cocaine vials; chamber pipes; carburetor pipes; electric pipes; air-driven pipes; chillums; bongs or ice pipes or chillers.
4. "Professional Communication" is any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the latter's employment.
5. "Professional Employee" means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school.

Disclosure or Discovery of Drug/Alcohol Problem

In this policy, it is the intent of the Board of Education to differentiate between voluntary and involuntary disclosure or of a student's substance abuse problem.

Students

Drugs, Alcohol and Tobacco

Disclosure or Discovery of Drug/Alcohol Problem (continued)

1. Voluntary Disclosure

If a student voluntarily tells a professional employee during a professional communication information concerning the student's alcohol or drug abuse, the following guidelines shall apply:

- (a) The professional employee may, but is not required, to disclose any information acquired through a professional communication with a student when such information concerns alcohol or drug abuse or any alcoholic or drug problem of such student. The professional employee may elect to disclose such information when the employee has a good faith belief that such disclosure is necessary or appropriate, including but not limited to safeguarding the health and well-being of the student. In no event is the professional employee required to do so.
- (b) The professional employee should make every effort to guide the student to obtain the kind of help he/she needs. A staff member may, without disclosing the name of the student, obtain advice and information on the resources available to students and refer the student to such resources.
- (c) If a professional employee obtains physical evidence from a student indicating that a crime has been or is being committed by the student, such employee shall be required to turn such evidence over to school administrators or law enforcement officials within two school days after receipt of such physical evidence. In no such case shall the employee be required to disclose the name of the student from whom he obtained such evidence.
- (d) Any physical evidence surrendered to a school administration pursuant to this section shall be turned over by such school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency within three school days after receipt of such physical evidence, for its proper disposition.
- (e) No parent or legal guardian shall be entitled to information concerning drug and alcohol abuse that is considered to be a privileged communication between a student and a professional employee.
- (f) If a student consents to the disclosure of his/her alcohol or drug abuse problem, or if the professional employee deems disclosure to be necessary to safeguard the health and well-being of the student, such employee will make a report to the student's guidance counselor or Department of Student Services mental health professional and the building Principal.

Students

Drugs, Alcohol and Tobacco

Disclosure or Discovery of Drug/Alcohol Problem (continued)

- (g) The guidance counselor or Department of Student Services mental health professional will, upon confirmation of an alcohol or drug abuse problem by a student under the age of eighteen hold a conference with the parent. Corrective plans will be developed with the cooperation and consent of the parents and student. The parents will be given a written copy of the conference minutes and recommendations for corrective plans.
- (h) Copies of the conference minutes will be kept in the guidance counselor or Department of Student Services worker's professional file. The counselor or Department of Student Services mental health professional will maintain contact with the student and his/her family regarding the problem.
- (i) The building principal will be informed of all activity relative to assisting the student to solve his/her alcohol or drug abuse problem.

2. Involuntary Disclosure

When a professional employee obtains information related to a student who, on or off school grounds or at a school sponsored activity, is under the influence of or possesses, uses, dispenses, distributes or sells a controlled substance, drug paraphernalia, or alcohol from a source other than the student's confidential disclosure, such information is considered to have been disclosed involuntarily and the following guidelines apply:

- (a) The employee will report the information immediately to the building principal.
- (b) Any physical evidence in the form of alcohol or drugs obtained from a student must be turned over to the building principal immediately. Because the discovery of the student's drug or alcohol problem was made without the voluntary disclosure of the student, the professional employee must disclose the name of the student from whom evidence was obtained.
- (c) Any physical evidence surrendered to a school administration pursuant to this section shall be turned over by such school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency within three school days after receipt of such physical evidence, for its proper disposition.
- (d) Students found in possession and/or use of a drug, controlled substance, or alcoholic beverage in school or on school property are subject to arrest. In the event that a student is to be arrested, the building principal or his/her designee will attempt to contact the parent prior to calling the police and inform them of the potential arrest.

Students

Drugs, Alcohol and Tobacco

Disclosure or Discovery of Drug/Alcohol Problem (continued)

- (e) Students found to have been in possession and/or use of a drug, controlled substance or alcoholic beverage in school are required to meet with the building principal or his/her designee along with the student's parents or guardian, guidance counselor, Department of Student Services mental health professional and school nurse. Corrective plans will be recommended with written notification to the parents. Arrangements for further follow-up will be made. The counselor or Department of Social Services mental health professional will maintain contact with the student and his/her parents regarding the problem.

Use of Alcohol Detection Devices

1. Introduction

In order to promote a safe environment for our students at school and on school buses and for students and their guests at school sponsored and/or Board-authorized activities and events, the school administration is authorized to employ the use of both "passive" and/or active alcohol detection devices.

The Superintendent shall develop a process and timeline to reasonably ensure reliability of the screening instrument used according to manufacturer's guidelines, appropriate training of administrators and designated personnel, and student privacy during the taking of the sample and security of the sample once obtained. Results of any breathalyzer testing will be maintained in a confidential manner, to the extent practicable.

If the Principal and/or other administrator or any law enforcement officer has reasonable suspicion that a student or a guest is under the influence of alcohol, then the trained administrator or law enforcement officer may employ the use of an alcohol detection device.

2. Definitions

a. Reasonable suspicion shall include, but not be limited to, any of the following:

- Observed use or possession of alcohol; or
- Odor of an alcoholic beverage or the presence of an alcohol container; or
- Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes or otherwise impaired motor functions; or
- Marked change in personal behavior not attributable to other factors; or
- Behavior that is risky, aggressive or disruptive; or
- Involvement in or contribution to, an accident where the use of alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.

Students

Drugs, Alcohol and Tobacco

Use of Alcohol Detection Devices (continued)

- b. A passive alcohol sensor device is a non-invasive high-speed breath alcohol-screening instrument which can be used as a “sniffer” for overt or covert alcohol detection. This device may be used to sample a student’s breath in order to detect alcohol use. An active breathalyzer test is administered when the result of a passive alcohol sensor screening is positive.
- c. A guest is any person who is accompanying a student to a school-sponsored or Board-authorized activity or event. When a guest is a parent/guardian of the student and there is a reasonable basis to believe that the paren/guardian’s condition could jeopardize the safety of the student, police shall be notified and shall administer the alcohol screening when the police deem that such screening is warranted.

3. Screening Procedures

When an administrator has reasonable suspicion that a student or guest is under the influence of alcohol at school, on a school bus or a school-sponsored event, the student or guest shall be given a passive alcohol sensor screening. If the student or guest fails the passive assessment, he/she will be given a fifteen minute wait period after which the passive screening will be re-administered. If screening results are negative, no action shall be taken. However, if the student or guest tests positive, he/she will be given an active breathalyzer test. If the student declines to take the screening, when reasonable suspicion exists, or if such screening proves positive he/she shall be subject to appropriate disciplinary action as set out in the Board’s disciplinary policies.

4. Prior Notification

It is the responsibility of the school administration to provide prior notice of the use of alcohol detection devices to the attendees of Board authorized events. Prior notice will include, but is not limited to, notification in the student/parent-guardian handbook, notification at school-wide assemblies, notification on event specific advertisements and/or tickets, and notification on guest permission forms.

5. Refusal to Screen

Students and/or their guests who refuse to submit to alcohol detection screening at events where prior notice has been given will not be permitted to attend the Board authorized activity. No refunds will be provided to these students or their guests. Parents/Guardians of these students will be contacted and informed of their refusal to screen. Students will be subject to disciplinary action consistent with Board policies and regulations.

Students

Drugs, Alcohol and Tobacco

Use of Alcohol Detection Devices (continued)

6. Testing Positive

Students and/or their guests who test positive for consumption of alcoholic and/or intoxicating beverages will not be allowed to attend the Board-authorized activity. Students will be subject to disciplinary action consistent with Board policies and regulations. Parents/Guardians will be called to pick the student up from school or from the school-sponsored event.

7. Maintenance of Screening Devices and Training

All devices used to screen students shall be checked for accuracy and for full calibration at least as frequently as recommended by the manufacturer. Designated school personnel and/or the school resource officer(s) shall be trained in the use of such devices.

Consequences for the Possession, Use, Sale or Distribution of Drugs, Controlled Substances or Alcohol

1. Any student found to use, possess, sell, distribute or aid in the procurement of drugs, controlled substances, drug paraphernalia or alcohol either on or off school grounds or at a school sponsored function is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
2. Students who are expelled for violating this policy may be referred to appropriate counseling and rehabilitation agencies. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
3. Law enforcement officials will be contacted by the building principal in cases where a student is found to have distributed or sold drugs, controlled substances or alcohol on school property or at a school sponsored activity. In all cases of emergency or of clear danger, the schools will cooperate with local law enforcement officials.

Emergencies

1. If an emergency situation results from a student's drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or guardian will be notified.
2. If the student is in need of immediate medical attention, the student will be transported to an area hospital.
3. If immediate medical attention is not necessary, the parent or guardian will be asked to take the student home.

Students

Drugs, Alcohol and Tobacco

Emergencies (continued)

4. The building principal will be immediately notified when an emergency involving a student's use of drugs or alcohol arises. The school nurse will advise the principal of the severity of the emergency. Written records of the incident will be kept in the principal's confidential file.
5. In the event that a student is hospitalized for alcohol, drug or substance abuse related problems, school personnel will consult with the student's medical and/or psychiatric advisers, his/her parents or guardian and, if feasible, the student to determine an appropriate plan of action. The Board of Education will assume only legitimate educational costs.

Drug Free Awareness Program

The Superintendent of Schools shall direct a drug free awareness program for students regarding the following topics:

1. Dangers of drug abuse;
2. Board of Education policy of maintaining drug free schools;
3. Availability of drug counseling and rehabilitation programs;
4. Penalties for violating the drug and alcohol policy in school.

Instruction

1. The program of instruction in the schools shall include the subject matter of substance abuse prevention.
2. Annually, the teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco and drugs on health, character and personality development wherever appropriate in the health education program and other such contexts which touch upon the subject.
3. The professional staff shall become more aware of substance abuse issues among students and learn to recognize and address the symptoms of such problems.
4. The administration may make use of in-service training sessions for both certified and non-certified staff in order to achieve the goals of this policy.

Legal Reference: Connecticut General Statutes

§ 10-15b Access of parent or guardian to student's records.

§ 10-16b Prescribed courses of study

§ 10-19 Teaching about alcohol, nicotine or tobacco, drugs and AIDS

Students

Drugs, Alcohol and Tobacco

Legal Reference continued:

§ 10-154 Professional communications between teacher or nurse and student.

§ 10-221(d) Boards of Education to prescribe rules, policies and procedures

§ 10-233d Expulsion of students

§ 19a-342 Smoking prohibited in public buildings

§ 21a-240 Definitions

§ 21a-243 Regulations re: schedules of controlled substances

§ 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing.

§ 21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person.

§ 31-40q Smoking in the workplace.

§ 58-198 Smoking in motor buses, railroad cars and school buses

20 U.S.C.A. § 7101 *et seq.*, Safe and Drug-Free Schools and Communities Act

Policy adopted: June 12, 2001
Policy revised: June 12, 2007
Policy revised: April 8, 2008
Policy revised: October 14, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**From NMHS 2015-2016
Student Handbook**

NO SMOKING POLICY

RATIONALE:

1. Decades of studies have documented the adverse effects of smoking, including the detrimental effects of second hand smoke. Now the most recent studies have focused on the fact that smoking during the teenage years causes permanent genetic changes in the lungs and **forever** increases the risk of lung cancer---even if the smoker quits.
2. In 1994 the Connecticut State Legislature established that smoking in public schools was against the law and reinforced the statute by allowing for police referrals and fines to be imposed. Increasingly, Connecticut schools have begun to support enforcement of the law.

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, should serve as a model of healthy and responsible behavior for the young people that it serves.

It is therefore the policy of the Board of Education, consistent with Section 1-21b of the Connecticut General Statutes, to prohibit smoking within school buildings at all times and to prohibit smoking on school grounds at all times. This policy applies to all individuals, including students, staff members, and visitors. In addition, this policy prohibits smoking during school-sponsored events.

EVIDENCE OF SMOKING VIOLATIONS:

To clarify the debates that have occurred in the past, a combined effort of the Student Council, National Honor Society, Faculty Senate, and Administration developed the following list that New Milford High School considers to be justifiable evidence that a student has violated our no smoking rules. A student has violated our no smoking policies if he or she is:

1. holding a cigarette, e-cigarette, cigar, pipe, etc;
2. in possession of smoking paraphernalia (cigarettes, e-cigarettes, lighters, etc.)
3. in a lavatory stall with smoke rising above it;
4. near a cigarette/e-cigarette anywhere/anytime on school grounds;
5. in the presence of smoke when detected by a staff member.

VIOLATIONS OF TOBACCO USE:

Students are not to use or be in possession of tobacco products anywhere/anytime on school grounds. Smoking paraphernalia will be confiscated.

VIOLATIONS OF LAVATORY USE:

Violations of lavatory use that will lead to school penalties include:

1. Loitering in a lavatory and not actively using it for intended bathroom uses;
2. Acting as a "lookout" who warns other students of the arrival of a staff member into the lavatory;
3. Occupancy of a lavatory stall by more than one student at a time;
4. Failure to obey or verbally harassing staff members who monitor lavatories;
5. Using a lavatory without an authorized pass or staff permission.

The Administration reserves the right to restrict lavatory use privileges of students who abuse their lavatory privileges.

SKATEBOARDS

Possession and/or use of a skateboard is not allowed on campus at New Milford High School, at any time. Violations may result in disciplinary consequences.

Possession/sale/distribution of weapons/firearms*	Administrator Conference	Conference & 3-10 day OSS. Parent notification. Report to police. Possible expulsion hearing.	Conference & 10 day OSS. Parent notification. Report to police. Possible expulsion hearing.	Conference & 10 day OSS. Parent notification. Report to police. Possible expulsion hearing.
Refusal to Serve ISS	Administrator	Conference & 1 or more days OSS. Parent notification.	Conference & 1 or more days OSS. Parent notification.	Conference & 1 or more days OSS. Parent notification.
Rudeness/Disrespect to a staff member	Teacher/ Administrator	Conference. ½ hour teacher detention. Parent notification.	Conference. 2 hour teacher detention. Parent notification.	Administrative conference and 1 or more days of ISS. Parent notification.
Sale/distribution of drugs/alcohol or look-alike drugs	Administrator Conference	Conference & 10 day OSS. Arrest and possible expulsion hearing. Parent notification.	Conference & 10 day OSS. Arrest and possible expulsion hearing. Parent notification.	Conference & 10 day OSS. Arrest and possible expulsion hearing. Parent notification.
Sexual Harassment	Administrator	Conference, warning and/or 1-10 days ISS/OSS. Parent/Central Office notification. Possible Police notification.	Conference & 1-10 days ISS/OSS. Parent/Central Office notification. Possible Police notification.	Conference & 1-10 days ISS/OSS. Parent/Central Office notification. Possible Police notification.
Smoking/Tobacco Products	Administrator Conference	Conference & 1 day ISS. Parent notification.	Conference & 2 days ISS. Parent notification.	Conference & 3 days ISS. Parent notification.
Skateboards/possession or use	Administrator Conference	Conference with student and verbal warning. Parent notification.	Conference & 2 hour detention. Parent notification.	Conference & 1-3 days ISS. Parent notification.
Tardy to class	Teacher	Verbal Warning by teacher	½ hour detention assigned by teacher. Parent notification.	2 hour detention assigned by teacher. Subsequent offenses sent to administrator. Parent notification
Theft	Administrator	Conference & 1-10 days ISS/OSS. Parent/Police notification. Restitution required.	Conference & 1-10 days ISS/OSS. Parent/Police notification. Restitution required.	Conference & 1-10 days ISS/OSS. Parent/Police notification. Restitution required.
Title IX Violation	Administrator	Conference & 1-10 days ISS/OSS. Parent notification.	Conference & 1-10 days ISS/OSS. Parent notification.	Conference & 1-10 days ISS/OSS. Parent notification.

NOTICE OF NON-DISCRIMINATION

The New Milford Board of Education provides public education for children in grades pre-K to 12 who are residents of the Town of New Milford. As part of its educational program, the New Milford Board of Education offers vocational education and training to eligible students. As with all of the school district's programs and activities, all vocational opportunities are offered without regard to race, color, national origin, sex, disability or, any other basis prohibited by law. For questions or complaints regarding the district's policy of non-discrimination, please contact the Title IX/Section 504 Coordinators:

Section 504 & Title IX Coordinator for Students

Mr. Joshua Smith, Deputy Superintendent
New Milford Board of Education
50 East Street, New Milford, CT 06776
860-354-3235

Title IX Coordinator for Staff

Ms. Ellamae Baldelli, Director of H.R.
New Milford Board of Education
50 East Street, New Milford, CT 06776
860-210-2200

SMOKING

Board of Education policy prohibits smoking or chewing of tobacco and use of tobacco products in the school building or on school property. Any open display of smoking materials (whether lighted or not) in the building or on school grounds will be considered a violation of smoking rules. Smoking is also forbidden on school buses, during field trips, or at any school function where students are under the supervision of the school personnel. Students may not carry or place in lockers any tobacco products or lighters.

STUDENT NUTRITION AND PHYSICAL ACTIVITY (STUDENT WELLNESS)

The New Milford Board of Education shall use a coordinated school health model in order to make wellness a cornerstone of our educational program. This well-rounded approach to school health connects the various components of health education, physical education, nutrition services, health promotion activities for staff, school health services, counseling and psychological support services, a safe and healthy school environment, and parent and community involvement. The teamwork that is inherent in this comprehensive model is intended to build momentum toward a program that supports positive dietary and lifestyle practices that are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence the student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Guiding Principles:

- The Board of Education delegates the responsibility for developing, implementing, monitoring, reviewing and revising the school district's wellness policy guidelines (administrative regulations) to a Wellness Advisory Council comprised of the following members: parents, students, school food service personnel, members of the board of education, administrators, the public, school nurse, physical education teacher, health education teacher and any other person that the team wishes to invite to help achieve its goals;
- The Wellness Advisory Council will create a wellness plan that addresses nutrition education, physical education and physical activity, school meals, beverages and other food, communication and promotion and measurement and evaluation of the plan;
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a daily basis;
- Curriculum:
 - The physical education program shall be a standards-based, sequential physical education curriculum taught in grades K-12 by qualified physical education teachers. A key

OFFENSE	REFERRAL TO	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Pushing, shoving, horseplay	Teacher/ Administration	Conf. &/or 1 or more days ISS. Parent notification.	Conf. &/or 3 or more days ISS. Parent notification.	Conf. &/or 5 or more days ISS. Parent notification.
Refusal to obey reasonable request by staff/insubordination	Administration	Conf. & 1 or more days ISS. Parent notification.	Conf. & 2 or more days ISS/OSS. Parent notification.	Conf. & 3 or more days ISS/OSS. Parent notification.
Sale, distribution, use or possession of drugs, alcohol, look-alike drugs, inhalant materials, & drug paraphernalia.	Administration	Conf. & 10 days OSS. Parent notification Report to police. Drug &/or alcohol assessment. Referral to Superintendent. Possible expulsion hearing.	Conf. & 10-day OSS. Parent notification. Report to police. Possible expulsion hearing. Mandatory drug &/or alcohol assessment. Referral to Superintendent.	Conf. & 10 day OSS Parent notification Report to police Possible expulsion hearing. Mandatory drug &/or alcohol assessment. Referral to Superintendent.
Sale, use, or possession of weapons, firearms, or use of any item as a weapon or a look-alike	Administration	Conf. & 10 days OSS. Parent notification. Report to police. Possible expulsion hearing.	Conf. & 10-day OSS. Parent notification. Report to police. Possible expulsion hearing.	Conf. & 10 day OSS. Parent notification. Report to police Possible expulsion hearing.
Sexual Harassment and Harassment	Administration	Conf., warning & 1-10 days ISS/OSS. Sexual harassment letter. Parent notification of possible expulsion hearing.	Conf. 1-10 days ISS/OSS. Sexual and/ or harassment letter. Parent notification of possible expulsion hearing.	Conf. 1-10 days ISS/OSS. Sexual harassment letter. Parent notification of possible expulsion hearing.
Skateboards	Administration	Conf. w/student. Verbal warning. Parent notification /retrieval.	Conf. 1 day ISS. Parent notification/ retrieval.	Conf. 2 or more days ISS. Parent notification/ retrieval.
Smoking, possession/or use of tobacco products	Administration	Conf. & 2 days ISS. Parent notification.	Conf. & 3 days ISS. Parent notification.	Conf. & 5 days ISS. Parent notification.
Theft	Administration	Conf., 1-10 days ISS/OSS. Parent/ police notification. Restitution required.	Conf., 1-10 days ISS/OSS. Parent/ police notification. Restitution required.	Conf., 1-10 days ISS/OSS. Parent/ police notification. Restitution required.
Threatening the safety of a staff member, student or the student body, i.e. bomb threat, fire, etc.	Administration	1-10 days OSS Report to police. Possible referral for expulsion. Parent conference.	5-10 days OSS Possible referral for expulsion. Report to police. Parent conference.	10 days OSS Possible referral for expulsion. Report to police. Parent conference.

Business/Non-Instructional Operations

Gifts to the School

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

For a gift to be accepted, the following criteria should be considered:

1. Have a purpose consistent with those of the school district.
2. Be offered by a donor acceptable to the Board of Education.
3. Will not add to staff load.
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted.
5. Would not bring undesirable or hidden costs to the school district.
6. Will place no restrictions on the school program.
7. Will be suitable for use in meeting the instructional or operational needs of the school.
8. If the gift is technology material, such as computers and/or software, it must have the approval of the Director of Technology.
9. Will not be inappropriate or harmful to the best education of students.
10. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become school district property.

A letter of appreciation signed by the Secretary of the Board of Education shall be sent to a donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Regulation approved:	June 11, 2002	NEW MILFORD PUBLIC SCHOOLS
Regulation revised:	September 20, 2005	New Milford, Connecticut
Regulation revised:	June 10, 2008	
Regulation revised:	February 25, 2014	

Business/Non-Instructional Operations**School Fundraisers****General Guidelines**

Fundraising activities in and for the schools must be distinguished from the sale of goods & services for the purpose of maintaining a school based enterprise.

Sale of merchandise

Sales to raise money by Student, Youth or School organizations formed to support and sponsor youth activities may be made on an on-going basis without collecting sales tax if the merchandise is sold for \$20.00 or less. If merchandise is purchased for re-sale for the above purpose by an accredited elementary or secondary school organization within the New Milford Public School District, the organization may furnish the supplier with the District's State of Connecticut - Department of Revenue Services/Governmental Agency Exemption Certificate signed by the Director of Fiscal Services and Operations. The Purchases of Meals or Lodging for fundraising purposes are treated separately and in general sales tax must be paid to the vendor for such purposes.

Sales by District - Student, Youth & School organizations over this \$20.00 limit will be prohibited (subject to exemptions in the following section), as this would require the District to register as a vendor with the Department of Revenue Services and collect Sales and Use Tax on Sales.

Exemption for (5) five one day fundraising or social events during the calendar year:

Sales of tangible personal property at bazaars, fairs, picnics, tag sales or similar events to the extent of (5) five such events of a day's duration held during any calendar year are exempt from Sales and Use Tax.

Sales qualifying for this exemption do not include sales at retail establishments operated by District organizations such as thrift stores or gift shops.

Fundraising events of this nature will be limited to (5) events during the calendar year for the entire District.

The treatment for School Based Enterprises (SBE) does not fall within the fundraising category with respect to sales and use tax exemptions. Because sales of tangible personal property, manufactured or fabricated goods and services are for profit, and will generally exceed the \$20.00 fundraising limit on an on-going basis for these group(s) within the District, it will be required that the District register with the Department of Revenue Services of the collection & subsequent remittance of Sales and Use Tax. Furthermore, the purchases of materials or services

Business/Non-Instructional Operations**School Fundraisers****General Guidelines (cont'd.)**

for re-sale by these entities cannot be made as tax exempt purchases under the District's Governmental Exemption Certificate. (Please refer to the Procedure for the Establishment and Maintenance of School Based Enterprises and/or contact the Business Office for assistance).

Procedures:

In accordance with New Milford Board of Education Policy #'s 1324 and 3281 the following procedural requirements must be fulfilled before fundraising is permitted in the schools or a gift from a fundraising organization is accepted:

1. All organizations or groups conducting fundraising activities for the benefit of New Milford students must obtain prior approval in writing from the Building Principal of the school that is intended to benefit from the fundraising activity. Requests for fundraising activities shall be directed to the Building Principal on the appropriate form (Fundraising Activity Request Form for approval at the building level.
2. The Building Principal shall maintain a copy of all request forms and forward a copy to the superintendent or his or her designee for final approval.
3. A copy of the authorized Fundraising Activity Request Form will then be returned to the Building Principal with a copy sent to the Business Office to remain on file.
4. Any and all fundraising events requiring the use of one of the District's (5) day exemptions pursuant to the aforementioned guidelines, will be clearly marked as such and will be considered upon review by the Superintendent of Schools and the Board of Education based on the overall benefit of the fundraising event and its relevancy to the goals and objectives of the District.
5. After completion of the fundraising event the Business Office will send the Fundraising Activity Reporting Form-to the Supervisor/contact person listed on the approval form. This form must be completed by the indicated Supervisor and returned to the Business Office within one week of receipt. A copy of the form shall then be sent to the Building Principal and maintained on file at the Business Office along with the original Fundraising Activity Request Form.

Business/Non-Instructional Operations

School Fundraisers

General Guidelines (cont'd.)

Any questions regarding procedures and policies relating to Fundraising or Enterprise activities within the District should be directed to the Director of Fiscal Services and Operations.

Legal Reference: Conn. Gen. Stat. §12-412(26) Exemptions

Regulation approved: March 12, 2002
Regulation revised: June 10, 2008
Regulation revised: February 25, 2014
Regulation revised: February 24, 2015

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

New Milford Public Schools
FUNDRAISING ACTIVITY REQUEST FORM

Name of Fundraising Activity: _____

School: _____ Date of Request: _____

Club/Team/Organization: _____

This activity is being organized by:

_____ School Activity Advisor: _____

_____ Contact Name and Number

_____ District Affiliated Group: _____

_____ Contact Name and Number

Proposed date of fundraiser: _____

Fundraising activity: (please check one)

Gift/donation: _____

Solicitation: _____

Sale of goods: _____

Sale of services: _____

Raffle/Bazaar* _____ (Please see reverse side regarding Raffles and Bazaars)

What is the purpose of the fundraiser, what will the funds be used for?

How will the fund be raised? If selling items, please specify what will be sold, the cost of the items and how they will be sold. Attach additional information if necessary. (*Note* the maximum allowable re-sale price is \$20.00 per unit.*)

Estimated Total Gross Revenue from fundraiser \$ _____

Signature School Activity Advisor: _____ Date: _____

Building Principal authorization: _____ Date: _____

Business Office authorization: _____ Date: _____

Superintendent authorization: _____ Date: _____

Fundraiser ID# (assigned by Business Office) _____

Note* Raffles, bazaars or games of chance are not permitted unless the sponsoring organization provides prior documentation of the following:

1. Approval from the Department of Consumer Protection (see the Department's website to obtain the necessary forms and instructions.) and
2. Acknowledgement that the sponsoring organization will not permit any person under the age of 18 to promote, conduct or operate any bazaar, or raffle or any person under the age of 16 to sell or promote the sale of tickets. An explanation of how the raffle or bazaar will be conducted must be provided when this form is filed. Applicants must explain how they will safeguard student involvement in the event.

New Milford Public Schools
FUNDRAISING ACTIVITY REPORTING FORM

Name of Fundraising Activity _____

Fundraiser ID # (From Fundraising Activity Request Form) _____

School: _____ Date: _____

Club/Team/Organization: _____

School Advisor: _____

District Affiliated Group Contact: _____

Did the event take place on the proposed date?: YES _____ NO _____

If "NO," on what date did it occur: _____

A) Actual GROSS receipts from event: \$ _____

Note this value must equal the total of deposits to the relevant activity account (please indicate fundraiser ID# on deposit vouchers)*

Expenses (if any) incurred to run event:

Note any & all expenses related to the fundraiser must be paid directly from the relevant activity account by check. (please indicate fundraiser ID# on all disbursement requests) if any preparation expenses were incurred prior to the actual event please include below with corresponding activity check#.*

(please describe & itemize) 1) _____
2) _____
3) _____
4) _____
5) _____
6) _____

B) Total Expenses from event: \$ _____

(A) – (B) = Net proceeds to organization \$ _____

Signature of Advisor: _____

Received by Building Principal: _____ Date: _____

Received by Business Office: _____ Date: _____