

BOE Policy Committee Agenda
Wednesday, December 13, 2023, 9:00am – 10:30am
Municipal Building, BOE Conference Room
3 Primrose St. Newtown, CT 06470

CALL TO ORDER

IN ATTENDANCE

PUBLIC PARTICIPATION

APPROVE MINUTES November 15, 2023

OLD BUSINESS

Discussion and possible action:

Item	Reports
Policy 3160 – Budget Procedures and Line Item Transfers The committee will review feedback from the Board.	<ul style="list-style-type: none"> • Discussion and Possible Action
Policy 1700 – Possession of Firearms or Deadly Weapons S. Connell sent this policy to Shipman and Goodwin for their input. The committee will review their recommendations before sending forward to the Board.	<ul style="list-style-type: none"> • Discussion and Possible Action

NEW BUSINESS

Discussion and possible action:

Item	Reports
Policy 6114 – Emergencies and Disaster Preparedness The committee will review. Newtown’s current policy is Policy 6114.	<ul style="list-style-type: none"> • Discussion and Possible Action • S. Connell will invite M. Pompano to this policy meeting.
Policy 6114.1 – Fire The committee will review. Newtown’s current policy is 6114.1.	<ul style="list-style-type: none"> • Discussion and Possible Action • S. Connell will invite M. Pompano to this policy meeting.
Policy 6114.6 – Emergency Closings The committee will review. Newtown does not have a current policy.	<ul style="list-style-type: none"> • Discussion and Possible Action Concerning CABA Sample Policies • S. Connell will invite M. Pompano to this policy meeting.
Policy 6114.7 – Safe Schools The Committee will review Newtown’s current policy.	<ul style="list-style-type: none"> • Discussion and Possible Action • S. Connell will invite M. Pompano to this policy meeting.
Discuss Policy Committee Meeting Dates for 2024	<ul style="list-style-type: none"> • Discussion and Possible Action

UPDATE FROM THE SUPERINTENDENT

PUBLIC PARTICIPATION

ADJOURNMENT

Business/Non-Instructional Operations

Budget Procedures and Line Item Transfers

In accordance with Connecticut General Statutes §10-222, the Newtown Board of Education shall prepare an itemized estimate of its budget each year for submission to the Board of Finance and the Legislative Council for review and appropriation. Such budget estimate shall include, but is not limited to, the following major object line item categories:

- 100 - Salaries
- 200 - Employee Benefits
- 300 - Purchased Professional Services
- 400 - Purchased Property Services
- 500 - Other Purchased Services
- 600 - Supplies
- 700 - Property
- 800 - Other

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget after the initial approval of the budget by the Board of Education. The Superintendent shall present for Board approval any proposed additional staff that exceeds the staffing summary approved concurrent with the fiscal year budget. Hiring of additional staff that would be legally mandated will be brought to the Board for approval at the next scheduled Board meeting if all attempts for the Board of Education to meet prior to the hiring are unsuccessful.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform to the requirements for State and Federal accounting reports. A monthly budget report shall be prepared in the same format as the annual object detail budget (as a minimum), showing for each major object code line item, the appropriated budget amount, transfers, expenditure to date, encumbered amounts, and current balance.

Such budget report shall be presented to the Board of Education at the regularly scheduled meeting in the month following the period for which such report is prepared, except the year-end report which shall be completed and presented by the end of August. The year-end report shall reflect all major object codes in positive balance. The Superintendent or designee shall recommend to the Board of Education and the Board shall approve transfers from one major object code to another.

Business/Non-Instructional Operations

Budget Procedures and Line Item Transfers (continued)

For effective and efficient administration of day-to-day operations, budget transfer authority is granted to the Superintendent or the Director of Business, as his/her designee, under the following restrictions:

Transfers between major object codes less than \$10,000 may be made without prior Board of Education approval, but will be referenced in the monthly financial report. Notice of major object codes falling into a negative balance will also be included in the monthly financial report.

No transfers within major object codes, whether individual or cumulative, of \$10,000 or more shall be made unless authorized by the Board.

If the emergency transfer of \$50,000 or less is needed and the Board is unable to meet in advance, the Board will take action at its next regularly scheduled meeting. In addition, all transfers within an object summary category under \$10,000 will also be approved at the next meeting.

The Board of Education shall not expend more than the amount of the total appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board of Education shall notify the Board of Finance, Board of Selectman, or appropriating authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Adding Funds to the Non-Lapsing Educational Account

1. Each year, ~~before August 31st~~, prior to the last regular Board of Education meeting in August, the Newtown Public Schools Director of Business will recommend to the Board an amount to deposit transfer into a its Non-Lapsing account Fund in accordance with any unexpended funds from the Board's prior fiscal year general operating budget, provided such amount does not exceed the percentage of the total budgeted appropriation for education for such prior fiscal year as referenced in C.G.S. 10-248a.
2. The Board shall consider the recommendation and notify the Legislative council and the Board of Finance of its transfer request as set forth in Board Policy 3171.1 – Non-Lapsing Education Fund. ~~Each year, before August 31st, the Board will forward a request to transfer unexpended funds from the previous year's budgeted education appropriation, to the non-lapsing education account. The transfer request will include each account number and the amount to be transferred. If known, the specific~~ The Board's transfer request may also include a potential use for the funds. ~~will be communicated.~~

Business/Non-Instructional Operations

Budget Procedures and Line Item Transfers (continued)

Removing Funds from the Non-Lapsing Educational Account

The Board will ~~may~~ vote to authorize a request for expenditures from the Non-Lapsing Education Fund and forward the request to the fiscal authority as set forth in Board Policy 3171.1 – Non-Lapsing Education Fund, and ~~explanation to the Town’s fiscal authority for use of funds from the Non-Lapsing Education Account. The Board may also request that an amount of funds be designated for a specified purpose and the Board may use all or some of the designated funds for the specified purpose. If funds are no longer needed for the specified purpose, the Board may remove the designation from any remaining funds, and inform the Town’s fiscal authority of the change.~~

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by PA 13-60, An Act Concerning the Consolidation of Non-Educational Services)

Charter, Town of Newtown, 2008, P. 28

Community Relations

Possession of Firearms or Deadly Weapons

I. Definitions

As used in this Policy 1700(a), the following terms have the meaning set forth herein:

- 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 [Ref. Conn. Gen. Stat. § 53a-3(6)]
- B. Firearm means any ~~shotgun~~, sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot ~~or projectile~~ may be discharged. [Ref: Conn. Gen. Stat. § 53a-3 (19)]
- C. Real Property means the land and all temporary and permanent structures comprising the Newtown Public School District's elementary and secondary schools, administrative office buildings, and operational facilities. Real Property includes, but is not limited to, classrooms, hallways, storage facilities, theaters, gymnasiums, fields, and parking lots, ~~and administrative offices~~.
- D. School-Sponsored Activity means any activity sponsored, recognized, or authorized by the Newtown Board of Education and includes activities conducted on or off school property. [Ref: Conn. Gen. Sta. § 10-233a(h)].

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217-b, the possession and/or use of a Deadly Weapon or Firearm on the Real Property of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity, is strictly prohibited by the Board of Education, even if the person possessing the Deadly Weapon or Firearm has a permit for such item, and even if the person ~~would otherwise legally intends to~~ traverse school property with an unloaded Firearm or Deadly Weapon for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes.

III. Limited Exceptions

Notwithstanding the foregoing prohibition of Deadly Weapons or Firearms, a person in lawful possession of a Deadly Weapon or Firearm may possess such item on the Real Property of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity pursuant to the following limited exceptions:

(A) Peace Officers

~~The A~~ person in lawful possession of a Deadly Weapon or Firearm bringing such item on the Real Property of the Newtown Public School District, on school transportation, or at a

School-Sponsored Activity, is a peace officer, as defined by Conn. Gen. Stat. § 53a-3, and is engaged in the performance of his or her official duties; or

P1700(b)

(B) Armed School Security Officers

The person in lawful possession of a Deadly Weapon or Firearm bringing such item on the Real Property of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity, is an armed security officer employed by the Board of Education to provide security services pursuant to Conn. Gen. Stat. § 10-244(a), and is engaged in the performance of his or her official duties; or

(C) Off-Duty Qualified Law Enforcement Officers

The person in lawful possession of a Deadly Weapon or Firearm bringing such item on the Real Property of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity, is an off-duty qualified law enforcement officer authorized by the Board of Education to do so pursuant to a written agreement between the Board of Education and the Newtown Police Department, provided such written agreement has been duly authorized and approved by the Board of Education; or

(D) Other Specifically Authorized Persons

The person in lawful possession of a Deadly Weapon or Firearm bringing such item on the Real Property of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity, is a person authorized to do so pursuant to a written agreement with such person and the Board of Education or a written agreement between such person's employer and the Board of Education, provided such written agreement has been duly authorized and approved by the Board of Education

IV. Consequences

Unless subject to one of the exceptions specifically set forth in this Policy, any person who possesses a Deadly Weapon or Firearm on the Real Property of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity, whether or not the person is lawfully permitted to carry such Deadly Weapon or Firearm, will be ~~immediately~~ reported to law enforcement by school officials upon becoming aware of its possession.

A student who possesses and/or uses any ~~D~~eadly ~~W~~eapon or ~~F~~irearm on the ~~R~~real ~~P~~roperty of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity in violation of this ~~p~~Policy shall be disciplined in accordance with the Board of Education's discipline policies.

The Board of Education reserves the right to forbid any person possessing a Deadly Weapon or Firearm in violation of this ~~p~~Policy on the Real Property of the Newtown Public School District, on school transportation, or at a School-Sponsored Activity, from entering the Real Property of the Newtown Public School District and/or from using any and all school facilities of the Newtown Public School District.

P1700(c)

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes
29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. Permits for out-of-state residents. ~~(as amended by P.A. 98-129)~~
29-33 Sale, delivery or transfer of pistol and revolvers. ~~Documentation requirements. Waiting period. Exempted transactions. Procedure. Penalty.~~ ~~(as amended by P.A. 98-129)~~

53a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony

P.A. 13-188 An Act Concerning School Safety

10-233a Definitions

10-244a Employment of persons to provide security services in a public school while in possession of a firearm

Policy adopted: May 5, 2015 , Effective July 1, 2015 NEWTOWN PUBLIC SCHOOLS

Policy revised: April 5, 2016, November 1, 2022 Newtown, Connecticut

Emergencies and Disaster Preparedness

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to ensure the maintenance of the fire alarm system and regular and emergency exits of all buildings. Each school shall establish a school security and safety committee that will assist in developing and administering the school's security and safety plan.

In addition to the District Emergency Preparedness Plan, all building safety and security plans must be compliant with the National Incident Management System (NIMS), incorporate the National Incident Command System and be based upon the standards issued by the Department of Emergency Services and Public Protection. Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.

The District will cooperate with local law enforcement, fire department and civil defense authorities and other civic agencies in the event of a declared emergency situation.

First Aid

At least one person at each school site should hold current first aid and/or CPR certification.

- (cf. 5141.6 – Crisis Prevention/Response)
- (cf. 5142 – Student Safety)
- (cf. 6114.1 – Fire Emergency/Crisis Response Drills)
- (cf. 6114.3 – Bomb Threats)
- (cf. 6114.6 – Emergency Closings)
- (cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules
 10-231 Fire drills
 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)

Policy adopted: New, 6/3/2014

A recommended sample policy to consider.

Instruction

Emergencies and Disaster Preparedness

The Board of Education recognizes that the health, welfare and safety of its students and employees are dependent upon sound emergency preparedness planning. All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times. District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster as well as to a disaster when it occurs.

The Superintendent or his/her designee shall use state-approved School Security and Safety Plan Standards and the accompanying School Security and Safety Plan Template to be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating District and site-level emergency and disaster preparedness plans. Each school in the District, each school year, will develop and implement a school security and safety plan. Such plan shall be based upon the standards issued by the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) and the accompanying School Security and Safety Plan Template. In addition to preparedness and response, the plan shall provide guidance on recovery from any emergency incident.

Each school shall establish a school security and safety committee which will assist in developing and administering the school's security and safety plan. The members of the Committee shall include a local police officer, local first responder, teacher and administrator from the school, a mental health professional, a parent or guardian of a student at the school and any other person deemed necessary; (school nurse, custodian, local health director, transportation coordinator, etc.)

Alternative language:

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings. All building security and safety plans must be compliant with the National Incident Management System (NIMS), incorporate the National Incident Command System and be based upon the standards issued by the Department of Emergency Services and Public Protection, beginning with the 2014-2015 school year.

The District will cooperate with local law enforcement, fire department and civil defense authorities and other civic agencies in the event of a declared emergency situation.

Instruction

Emergencies and Disaster Preparedness (continued)

or (alternate paragraph to the previous paragraph)

The Superintendent shall develop and maintain an emergency preparedness plan which shall make provisions for handling a variety of foreseeable emergencies, all-hazard threats, including terroristic activity. The emergency plan shall be kept current. The Superintendent shall use state-approved Standardized Emergency Management System guidelines and the accompanying School Security and Safety Plan Template, be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating District and site-level emergency and disaster preparedness plans and be compliant with the standards issued by the Department of Emergency Services and Public Protection.

Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.

The plan shall specify procedures to be taken in the District in the event of an emergency. As appropriate, the Board shall enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies. At the beginning of each school year, parents and staff of each school shall receive a written summary of relevant sections of the plan relevant to that school.

The Board will conduct a security and vulnerability assessment for each of its schools every two years and develop a school security and safety plan for each such school in compliance with Section 87 of P.A. 13-3. By November 1 of each year the District must submit to the DEMHS Regional Coordinator one of the following: (1) those plan pages that have been updated; (2) the DEMHS provided form that the plan has not changed; or (3) a revised plan if the current plan has undergone a major revision.

First Aid

At least one person at each school site should hold current first aid and/or CPR certification.

(cf. 5141.6 – Crisis Prevention/Response)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency/Crisis Response Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.7 – Safe Schools)

Instruction

Emergencies and Disaster Preparedness (continued)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)

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

10-222n – School security and safety plan standards

Policy adopted:

rev 10/03

rev 2/13

rev 7/13

rev 3/16

A recommended policy on this topic to consider

Instruction

Emergencies and Disaster Preparedness

Emergency Plans

The Board of Education, using a committee composed of the Superintendent, each building Principal, the business manager, the director of finance and other designated personnel, shall develop and maintain the District's emergency plans. The committee shall rely on community involvement, including the chief executive officer of the municipality law enforcement, fire, public health, emergency management and emergency medical services in the development and planned review of the school security and safety plans. Such plans shall utilize an all hazards approach and utilize the School Security and Safety Plan Template made available by the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS). The district-level and site-level emergency and disaster preparedness plans shall be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System, and be based upon the School Security and Safety Plan Standards issued by the Department of Emergency Services and Public Protection.

Each school shall establish a school security and safety committee which will assist in the development and implementation of the individual school's security and safety plan. Such plan shall be based upon the standards issued by the Department of Emergency Services and Public Protection. A security vulnerability assessment of each school shall be conducted every two years; the results of which shall be incorporated into the school's security and safety plan and reported to the DEMHS Regional Coordinator.

A Crisis Plan will be developed by the local officials and the Safe School committee which will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. The crisis management plan is to be developed within the context of the four recognized phases of crisis management, (1) mitigation/prevention, (2) evacuation, (3) lockdown, and (4) recovery. Special drill activities related to fire safety and other emergencies will be planned and implemented by each Principal, in association with the Superintendent, director of maintenance, the police, the fire marshal or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited, to the following:

- Severe weather
- Fire
- Flood
- Terrorism
- Missing student(s)
- Suicide
- Threatening person(s)
- Weapons/explosives found on school site
- Any other situation the Safe Schools Committee deems appropriate

Instruction

Emergencies and Disaster Preparedness

Emergency Plans (continued)

The Superintendent, or his/her designee, is responsible for maintaining communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the Superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, lock down, evacuation and shelter-in place signals, evacuation routes, and procedures to be followed for fire and tornado emergencies, terrorist attacks, and emergency evacuations. All District personnel shall make themselves familiar with these procedures.

(cf. 5141.6 – Crisis Prevention/Response)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency/Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety (Sections 86, 87, 88)

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

10-222n – School security and safety plan standards

Policy adopted:

rev 2/13

rev 6/13

This sample letter contains some issues on which parents/guardians are deeply concerned. The purpose of this sample letter is to generate ideas for a similar letter designed to meet a district's specific circumstances and plans.

Letter to Parents Regarding Student Safety

_____ **PUBLIC SCHOOLS**
_____, **Connecticut**

Date

Re: Student Safety

Dear Parents:

The District's top priority is student safety. In addition to physical safety, the District is concerned with the emotional well-being of students and will help students cope with an emergency or disaster and its aftermath. Our emergency and disaster response plans are as follows:

Safety Plans

The District has plans for the four phases of emergency and disaster management:

1. **Preparedness** – planning for an emergency or disaster event;
2. **Response** – planned response to an emergency or disaster event;
3. **Recovery** – the process of returning to normal operations; and
4. **Mitigation** – steps taken to minimize the effects of an emergency or disaster.

These plans are covered in each school's site-based safety plan. In addition, the District has a Safety Program Coordinator. Each school also has a Crisis Management Team.

Communications

The District monitors the Homeland Security Office and other emergency preparedness resources. The District will disseminate emergency information via its website, information hotline, through the media and by telephone contact.

Emergency Responses

Emergency responses will depend on the circumstances and may include evacuation, shelter-in-place or lockdown. For evacuation purposes, each school has at least one off-campus site where students and staff assemble. If the threat is chemical or biological in nature, to avoid contamination, we ask that no one enter or leave the building until it is safe to do so.

In the event your child's school is evacuated, the school will attempt to notify you as soon as possible at the home and/or emergency numbers provided previously to the school. The news

media will also be notified.

All students at _____ School will go to _____. You may pick-up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, we request that you follow the instructions of the District's Safety Program Coordinator as well as the Building Principal. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office or your child's Principal.

Thank you for your understanding, cooperation and support.

Website Address: _____

Information Hotline Number: _____

Sincerely,

Superintendent of Schools

Instruction
Fire Emergency (Drills)/Crisis Response Drills/Bus Safety Drills

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Each Building Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lock-in open lockdown, lock-in closed lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

Bus safety drills shall be conducted at least two (2) times during each school year to instruct students in safe riding practices and emergency evacuation. The school principals and the designated school transportation authority will develop schedules and plans to implement the required safety drills.

Principals shall keep a record of all fire, crisis response and bus safety drills held in their schools, stating the date the drill was held and the time required for the response protocols utilized in the drill. They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

Local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes 10-231. The Board of Education shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

(cf. 5141.6 – Crisis Management Plan)
(cf. 5142 – Student Safety)
(cf. 6114 – Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes
10-231 Fire drills. (as amended by PA 00-220 and PA 09-131)

Policy adopted: 6/3/2014 (This policy replaces 2-500)

A recommended sample policy to consider.

Instruction

Fire Emergency (Drills)/Crisis Response Drills

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Each Building Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for the response protocols utilized in the drill. They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

Local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes 10-231. The Board of Education shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

(cf. 5141.6 – Crisis Management Plan)
(cf. 5142 – Student Safety)
(cf. 6114 – Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-231 Fire drills. (as amended by PA 00-220 and PA 09-131)

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

Policy adopted:

rev. 6/00
rev 7/09
rev 2/13
rev 7/13

CABE's suggested regulation.

Instruction

Fire Emergency Drills/Crisis Response Drills

In the event that fire is discovered in any of the school plants, the Fire Department shall be called immediately following giving the signal to evacuate the building.

The Principal of each school shall hold at least one fire drill each month in which all students, teachers and other employees shall be required to leave the school building. The initial fire drill must be held not later than thirty days after the first day of each school year.

A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency, the fire department and other community first responders. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills.

Local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills.

1. Students, during an evacuation response, must leave the building in an orderly and rapid manner and teachers are required to check to ascertain that no student remains in the building.
2. Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.
3. A record shall be kept in the Principal's office of each fire and crisis response drill conducted. A copy of the record shall also be filed in the Office of the Superintendent. In the manner required, the Board of Education annually will submit reports of the fire and crisis response drills to the Department of Emergency Services and Public Protection.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

Legal Reference: Connecticut General Statutes
10-231 Fire drills (as amended by PA 00-220 and PA 09-131))

Regulation approved:

rev 6/13

Another version of this regulation.

Instruction

Fire Drills/Crisis Response Drills

Fire drills will be held at least once a month during the school year. The initial fire drill must be held not later than thirty days after the first day of each school year. Directions for egress of students from rooms are posted in each room.

A crisis response drill shall be substituted for the required fire drill once every three months in each District school. The local Police Department must be involved in the development of the crisis response drill format. A member of the Police Department may supervise and participate in the drill.

1. Ringing the Fire Alarm

All fire alarms shall be rung by the Principal or someone designated by him/her. **NO OTHER PERSON** may ring the alarm, except as noted below.

If the fire alarm rings at any time and the Principal has not been responsible for ringing it, the Fire Department will respond immediately, since it will be assumed that there is a fire.

If a fire is discovered by an adult, he or she should sound the alarm without delay. If a student discovers a fire, he/she should notify the nearest adult who will ring the alarm.

2. General Rules

a. Teacher and School Personnel

- (1) During a fire drill all school personnel are to leave the building. The classroom teachers should be the last persons to leave their classrooms.
- (2) Teachers are responsible for the safe conduct of the students from their rooms to places of safety outside the building.
- (3) Teachers should instruct students to walk quietly to the exits. Classes then shall proceed to a safe distance from the building. Teachers and students should be positive they know where to go and how to get there.
- (4) Teachers should check that their whole class is out of the building. Windows and doors are shut by the teacher when rooms are emptied.

Instruction

Fire Drills (continued)

General Rules (continued)

- (5) Teachers should take their marking book with them during every fire drill, so that a roll may be taken.
- (6) The custodian checks the building.

b. Students

- (1) When the fire alarm sounds, all students should stop what they are doing; stand; form in line and walk out the proper exit in an orderly fashion.
- (2) Any student not in the classroom should immediately join the nearest line of students and pass with that line. The student then becomes the responsibility of the teacher who is in charge of that line.
- (3) No student is to go back into the building until the outside bell is rung signaling that it is safe to return.
- (4) Students are not to run, shove or monitor exit doors.
- (5) Silence must be maintained so that students may hear the teacher's directions.
- (6) Students and teachers should stay as low as possible to avoid the inhalation of smoke.

3. Fire Drill Procedures

Building administrators are responsible for fire drill procedures in their own school. These procedures should be known by all staff and teachers.

Legal Reference: Connecticut General Statutes

10-231 Fire drills (as amended by PA 00-220 and PA 09-131)

Regulation approved:

cps 1/00

rev. 7/09

A sample policy to consider.

Instruction

Emergency Closings

The Board authorizes the Superintendent to close the schools, delay their opening, and/or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

It is understood that the Superintendent will take such action only after consultation with transportation, police, appropriate town maintenance personnel, and weather authorities.

The public will be informed early in each school year of emergency closing, delayed opening, and early dismissal procedures.

Another version to consider:

Every attempt will be made to keep schools open according to the calendar approved by the Board of Education. However, there are times when emergency closing of schools is necessary.

Closing of schools, late opening, or early dismissal for inclement weather or emergency conditions will be decided by the Superintendent of Schools or designee based upon the best possible information available.

The Superintendent or designee will notify the Building Principals, the Bus Company, and the Maintenance Department/Head Custodian as soon as a decision is reached. They will be responsible for informing their staff.

In the case of closing the schools for weather or emergencies, administrators and non-certified personnel should make every effort to reach their assigned duties as soon as roads are passable or the emergency condition is deemed safe by school administrators.

Emergency or discretionary leave may be used for those unable to reach a building unless the Superintendent or designee feels conditions are severe enough that all employees are dismissed from attending work.

Every effort will be made to notify employees of the status of opening, either by phone by posting on the District web site, or through television and radio broadcasts.

(cf. 6111 - School Year/School Calendar)

Legal Reference: Connecticut General Statutes
 10-15 Towns to maintain schools.

Policy adopted:
rev 6/10
rev 11/20
rev 8/22

A regulation to consider.

Instruction

Emergency Closings

Inclement Weather

Late Opening or Closing of Schools

In the event of inclement weather, announcements concerning late openings or closings of schools can be heard on local stations designated by the Superintendent of Schools. Principals will notify parents annually of the stations to listen to for such announcements.

Regulation approved:

Instruction

School Security and Safety

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff, or others. While committed to the protection of each person's constitutional rights, including due process rights, the Board does not condone lawlessness. Any individual committing violent acts on school property will be disciplined according to applicable Board policy and regulations.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

Each school's School Security and Safety Committee will review specific policies, regulations, plans and procedures in order to ensure a comprehensive and effective program to prevent and punish vandalism and violence occurring in the schools and on district property. Simultaneously with the work of the committee, the Superintendent of Schools and appropriate school administrators shall review the practices at each school and shall submit a separate report to the Board including any findings and recommendations on the implementation of committee suggestions on these and other policies, regulations, plans and procedures concerning safety.

The advisory committee shall examine the policies, regulations, plans and procedures concerning:

1. student conduct and discipline;
2. the maintenance of public order on school property;
3. the banning of weapons on school property with the exception of approved security personnel;
4. drug and alcohol abuse;
5. school emergency management;
6. coordination efforts with law enforcement agencies;
7. searches and seizures by school officials;
8. training for staff and students in conflict resolution and violence prevention; and
9. building security measures including procedures governing visitors to the schools and access to school buildings.

The Board shall conduct a security and vulnerability assessment of each school annually and use the results to maintain the District's Emergency Operations Plan and each school's security and safety plan.

Development of the District's Emergency Operations Plan and each school's security and safety plan will be the responsibility of the Director of Security in partnership with the District Security and Safety Committee (DSSC). The DSSC includes a variety of professionals with expertise in emergency management, (e.g., chief executive officer of the municipality, police, fire, district security, superintendent, and emergency medical services personnel), as well as community partners such as public and mental health professionals and school based staff. The DSSC shall work closely with school-based crisis response teams to develop district-wide and building-specific emergency management plans. Such plans shall be compliant with the National Incident Management System (NIMS) and incorporate the Incident Command System (ICS), and remain compliant with the standards for such plans issued by the Department of Emergency Services

Instruction

School Security and Safety (continued)

The crisis management plan shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the District can do to reduce or eliminate the risk to life and property.
- **Preparedness** focuses on the process of planning for the worst-case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis.

Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities.

(cf. 5131 - Conduct at School and Activities)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Drugs/Alcohol and Tobacco)

(cf. 5131.8 - Out of School Misconduct)

(cf. 5131.9 - Gang Action by or Association)

(cf. 5141.6 – Crisis Management Plan)

(cf. 5146 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5147 - Suicide Prevention)

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5144 - Administering Medications)

Instruction

School Security and Safety (continued)

(cf. 5145 - Communicable and Infectious Diseases)
(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)
(cf. 6114 - Emergencies)
(cf. 6161.11 - Drugs/Alcohol and Tobacco)

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-221 Boards of education to prescribe rules.
10-233a through 10-233f re in-school suspension, suspension, expulsion. (As amended by PA 95-304, An Act Concerning School Safety).
52-572 Parental liability for torts of minors. Damage defined.
53a-3 Firearms and deadly weapons.
53-206 Carrying and sale of dangerous weapons.
53a-217b Possession of firearms and deadly weapons on school grounds.
PA 94-221 An Act Concerning School Safety.
PA 95-304 An Act Concerning School Safety.
PA 97-290 An Act Enhancing Educational Choices and Opportunities.
GOALS 2000: Education America Act.
18 U.S.C. 921 Definitions.
Title III - Amendments to the Individuals with Disabilities Education Act.
Sec. 314 (Local Control Over Violence).
Elementary and Secondary Education Act of 1965 as amended by the Gun Free Schools Act of 1994.
New Jersey v. TLO., 469 U.S. 325; 1055. CT. 733.

Policy adopted: June 3, 2014
Policy revised: August 14, 2018

NEWTOWN PUBLIC SCHOOLS
Newtown. Connecticut

A recommended policy to consider.

Instruction

Safe Schools

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff or others. While committed to the protection of each person's constitutional rights, including due process rights, the Board does not condone lawlessness. Any individual committing violent acts in or on school property will be disciplined according to applicable Board policy and regulations.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

The Board shall establish an advisory committee to review specific policies, regulations, plans and procedures in order to ensure a comprehensive and effective program to prevent and punish vandalism and violence occurring in the schools and on district property. Simultaneously with the work of the committee, the Superintendent of Schools and appropriate school administrators shall review the practices at each school and shall submit a separate report to the Board including any findings and recommendations on the implementation of committee suggestions on these and other policies, regulations, plans and procedures concerning safety. Members of the advisory committee* shall include a Board member, the Superintendent of Schools, appropriate school personnel, a student representative, parents, and other community representatives. All members shall be appointed by the Board.

The advisory committee shall examine the policies, regulations, plans and procedures concerning:

1. student conduct and discipline;
2. the maintenance of public order on school property;
3. the banning of weapons on school property;
4. drug and alcohol abuse;
5. school emergency management;
6. coordination efforts with law enforcement agencies;
7. searches and seizures by school officials;
8. training for staff and students in conflict resolution and violence prevention; and
9. building security measures including procedures governing visitors to the schools and access to school buildings.

The advisory committee shall review these and other policies, regulations, plans, and procedures, as directed, to ensure that they are:

1. consistent with law and regulation;
2. clear, complete and enforceable; and
3. appropriately disseminated to students, staff, parents and are available to the general public.

Instruction

Safe Schools (continued)

The advisory committee shall report its findings and recommendations to the Board prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

Any official policy level action is the sole discretion of the Board. The Board is in no way obligated to follow committee recommendations. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

*Districts may also want to use shared decision-making committees for conducting this review in individual school buildings.

The Board shall conduct a security and vulnerability assessment of the District schools every two years and develop a school security and safety plan for each school based upon the assessment results. The Board, as required, shall submit to the DEMHS Regional Coordinator the required information pertaining to the District's school security and safety plans.

In the development of a school security and safety plan, a district crisis response team shall be assembled that includes a variety of professionals with expertise in emergency management, (e.g., chief executive officer of the municipality, police, fire and emergency services personnel), and include community partners such as public and mental health professionals and school based staff. The district teams shall work closely with school-based crisis response teams to develop district-wide and building-specific emergency management plans. Such plans shall be compliant with the National Incident Management System (NIMS) and incorporate the National Incident Command System, and be compliant with the standards for such plans issued by the Department of Emergency Services and Public Protection (DESPP). The plans shall utilize the School Security and Safety Plan Template which meets all-hazards threats, as released and revised by the Division of Emergency Management and Homeland Security of the Department of Emergency Services and Public Protection. The Board will annually develop and implement a school security and safety plan for each school and review, update, and submit such plans to the DESPP as required. Each school shall also establish a school's security and safety committee to assist in developing and administering the school's safety and security plan.

The crisis management plan shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the District can do to reduce or eliminate the risk to life and property.
- **Preparedness** focuses on the process of planning for the worst case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis.

Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities.

Instruction

Safe Schools (continued)

- (cf. 5131 - Conduct at School and Activities)
- (cf. 5131.5 - Vandalism)
- (cf. 5131.6 - Drugs/Alcohol and Tobacco)
- (cf. 5131.8 - Out of School Misconduct)
- (cf. 5131.9 - Gang Action by or Association)
- (cf. 5132 - Dress and Grooming)
- (cf. 5141.6 – Crisis Management Plan)
- (cf. 5146 - Child Abuse and Neglect)
- (cf. 5142 - Student Safety)
- (cf. 5147 - Suicide Prevention)
- (cf. 5143 - Student Health Assessments and Immunizations)
- (cf. 5144 - Administering Medications)
- (cf. 5145 - Communicable and Infectious Diseases)
- (cf. 5114 - Suspension/Expulsion/Exclusion/Removal)
- (cf. 6114 - Emergencies)
- (cf. 6164.11 - Drugs/Alcohol and Tobacco)

- Legal Reference: Connecticut General Statutes
- 4-176e through 4-185 Uniform Administrative Procedure Act.
 - 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
 - 10-221 Boards of education to prescribe rules.
 - 10-222m – School security and safety plans. School security and safety committees
 - 10-222n – School security and safety plan standards
 - 10-233a through 10-233f re in-school suspension, suspension, expulsion. (As amended by PA 95-304, An Act Concerning School Safety).
 - 52-572 Parental liability for torts of minors. Damage defined.
 - 53a-3 Firearms and deadly weapons.
 - 53-206 Carrying and sale of dangerous weapons.
 - 53a-217b Possession of firearms and deadly weapons on school grounds.
 - PA 94-221 An Act Concerning School Safety.
 - PA 95-304 An Act Concerning School Safety.
 - PA 97-290 An Act Enhancing Educational Choices and Opportunities.
 - PA 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety (Sections 86, 87, 88)

Instruction

Safe Schools

Legal Reference: (continued)

GOALS 2000: Education America Act.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.
Sec. 314 (Local Control Over Violence).

Elementary and Secondary Education Act of 1965 as amended by the Gun
Free Schools Act of 1994.

New Jersey v. TLO., 469 U.S. 325; 1055. CT. 733.

Policy adopted:

rev 2/13

rev 7/13

rev 3/16

Suggested regulation pertaining to security at athletic events.

Instruction

Safe Schools

School Athletic Event Security Strategies

Some athletic events, such as widely attended high school football and basketball games may be considered high risk in terms of security. In such situations, the following strategies may be employed if deemed necessary.

- Provide adequate adult supervision and staffing. Factors to consider in determining what is “adequate” include:
 - The anticipated size of the crowd;
 - The size of the facilities and grounds (including parking lots) used for the event;
 - Past history of incidents at similar events;
 - “Intelligence” information received about current conflicts at the school and in the community that could spill-over into the event, and other related considerations.
- Events with larger crowds should employ sworn law enforcement officers. (School districts with their own school police and/or school resource officers (SROs) should give priority to using these officers.)
- Deploy police, security personnel, and school staff in a manner which provides adequate coverage to the facilities being used for the event. This includes at ticket gates, perimeter entrance/exit points, parking lots, common areas (restrooms, concession stands, etc.), on the playing grounds/inner field perimeter, in the stands, and at other key locations. Have police in uniform and security staff in clearly identifiable clothing.
- Train police, security personnel, and staff on techniques for monitoring crowds (and not the athletic event on the field), verbal de-escalation skills, procedures for handling fights and riots, handling emergency medical situations, evacuation procedures, tasks related to specific operations (ticket-taking procedures, concession stand operations, etc.), and emergency guidelines.
- Equip staff with two-way radios. Issue school cell phones to select staff assigned to the event.
- Review policies related to admission, limitations of items that can be carried in, right to search spectators at admission point (metal detector scans, bag searches, etc.), no passes out and back in once admitted, spectator conduct, and other security protocols. Post rules outside and inside of admission gates, and elsewhere in the facility. Enforce the rules in a firm, fair, and consistent manner.

Instruction

Safe Schools

School Athletic Event Security Strategies (continued)

- Establish procedures for advance ticket sales and on-site ticket sales. Have staff ticket-selling and ticket-taking procedures with adequate police, security, and ticket-taking staff at admission gates. Stop ticket sales after a designated time.
- Maintain separate locker rooms for home and visitor teams. Have team buses pick-up and drop-off at opposite sides of the playing facility to avoid interaction before and after the game.
- Separate spectator seating into clearly designated areas, i.e., home team in bleachers on one side and visiting team on other side.
- Administrators and safety officials from the schools playing a given event should communicate with each other in advance of the event to discuss procedures, safety concerns, security practices, emergency guidelines, investigation into rumors and any recent incidents which could result in conflicts, and associated logistics.
- Secure perimeter doors of schools and gate off sections of the building not used for the actual athletic event in a manner which is in accordance with fire safety regulations.
- Create a plan for parking procedures, traffic flow, parking lot staffing during entire game and related issues. Advise students in advance to coordinate pick-ups by parents outside of the parking lots on the perimeter of the grounds.
- Evaluate lighting in stadiums, athletic facilities, parking lots, and perimeter around the school and event grounds.
- Establish code of sportsmanlike conduct and educate players, coaches, cheerleaders, the band, students, parents, and others on the code in advance of the game.
- Have P.A. announcers make announcements at the beginning of the game and at other times, as necessary, regarding sportsmanlike conduct behavioral expectations.
- Have clear procedures, roles, and responsibilities for clearing and locking down facilities upon completion of the game.
- Establish written emergency guidelines. Test and exercise the written guidelines to make sure they would work in an emergency. Train all staff involved in supervising events on the guidelines.

Instruction

Safe Schools

School Athletic Event Security Strategies (continued)

- Administrators and safety personnel from both schools involved in the event should coordinate information in advance and review security procedures and written emergency guidelines.
- School administrators and safety personnel should coordinate with emergency medical personnel in advance of the event.
- Staff assignments with roles and responsibilities in the event of an emergency should be clearly delineated.
- Create emergency communications procedures and protocols to be engaged in the event of an emergency incident at the event.

Regulation approved:

cps 1/08

**Newtown Board of Education
3 Primrose Street
Newtown, CT 06470**

The following is a list of meetings of the Policy Committee, a subcommittee of the Newtown Board of Education, for 2024. Meetings are held in BOE Conference Room from 9:00 – 10:30 am.

January 8, 2024 *Special Meeting

January 22, 2024 * Special Meeting

February 12, 2024

February 26, 2024

March 11, 2024

March 25, 2024

April 8, 2024

April 22, 2024

May 13, 2024

May 31, 2024

June 10, 2024

June 24, 2024

July 15, 2024

August 19, 2024

September 9, 2024

September 23, 2024

October 7, 2024

October 21, 2024

November 11, 2024

November 25, 2024

December 9, 2024

January 13, 2025

January 27, 2025