

BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
May 9, 2018

Meeting was called to order at 8:00 a.m.

IN ATTENDANCE: Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue, and Mark Pompano (8:30 am – 8:55 am)

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES: R. Harriman-Stites made a motion to approve the minutes of April 25, 2018. D. Cruson seconded. Minutes were unanimously approved.

UNFINISHED OLD BUSINESS

Discussion and possible action:

Action	Follow-Up
<p>Policy 5123 – Promotion/Acceleration/Retention – (replacing NPS Current Policy 7-105 and 7-105.1) Administrators were to review this regulation along with NPS outdated Policy 7-105.1 – Retention Procedures - at their 5/11/18 meeting.</p>	<ul style="list-style-type: none"> • Discussion will continue on this regulation at an upcoming policy committee meeting.
<p>Policy 6163.32 – Live Animals in the Classroom – Service Animals (including Guide or Assistance Dogs) – L. Rodrigue wrote an introduction to the letters provided by Shipman & Goodwin (for staff and parents) and this is to be added on Page R6163.32(f) after the last sentence on that page as follows:</p> <p><u>“The presence of dogs in our schools may be necessary at various times to provide emotional support and service for students and/or staff members. While this is permitted under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is important that protocols are clear and appropriately communicated to parents and staff.</u></p> <p><u>As administrators and supervisors, the following will be included as part of the procedures for service animals:</u></p> <ol style="list-style-type: none"> 1. <u>Once a student or staff member has requested the need for a service dog (either for training or support), a Request for a Service Animal form must be completed, which includes the name of the student or staff who is requesting a dog, address and contact information, as well as information about the dog (e.g., current vaccination tag).</u> 	<ul style="list-style-type: none"> • J. McEvoy will make the approved edits to this regulation and Policy and Regulation 6163.32 is to be moved into the non 5000 Series queue. This queue will go forward to the BOE for review when there are 5 policies in it.

Policy 6163.32 – Live Animals in the Classroom – Service Animals (including Guide or Assistance Dogs) (continued)

2. Forms must be signed either by a student’s parent/guardian or the animal’s owner.
3. Signed forms will be returned to the Principal or his/her designee for review and approval.
4. District letters will be sent to parents and staff outlining the presence of dogs in schools (either for training or service) and related information pertaining to the law supporting such dogs in schools.
5. District letters will be styled to include appropriate contact information for staff members who may be contacted for further information or questions.
6. All protocols (forms and letters) should be reviewed regularly with school administrators and secretarial support staff in all schools so that proper procedures are followed consistently.

L. Rodrigue submitted the *Request for a Service Animal* form to Shipman & Goodwin and received their approval of the form and the language for the regulation.

Policy 5142 – Student Safety – Further edits were made, beginning with Page P5142(a), by adding back in the first paragraph as follows: “The Newtown Board of Education (Board) shall strive to build safe, supportive, and academically challenging school learning environments in partnership with students, staff members and families. The Board shall develop and adopt a mission statement that promotes a safe and secure environment for learning. Such mission statement shall emphasize respect, caring, and high academic achievement.” Also on that page in the second sentence in #1, edit as follows: “Security and vulnerability assessments shall be conducted ~~every two years~~ **annually**, resulting...” On Page P5142(b), add #16 as shown: “Training staff in the use of technology (e.g. Alpine) to develop and document scientific-research based interventions for identified students needing support.” And add #17 as follows: “Identifying, evaluating, and using data to support the physical, emotional, and social well-being of students.” In the Regulation on Page R5142(b), edit the first sentence of the first paragraph as follows: “The ~~Principal of each school~~ **Director of Security in partnership with the District Security and Safety Committee (DSSC)** is responsible for developing a plan of action to be used in the event of an emergency and for

- J. McEvoy will make all the approved edits.
- M. Pompano and L. Rodrigue will continue review of current NPS policies relating to emergencies as follows: Policy 6114 – Emergencies and Disaster Preparedness, Policy 6114.1 – Fire Emergency (Drills)/Crisis Response Drills/Bus Safety Drills, Policy 6114.3 – Bomb Threats, and Policy 6114.7 – Safe Schools, and consult Shipman & Goodwin as needed.
- J. McEvoy will invite Mark Pompano and David Roach to an upcoming policy committee meeting and discussion will continue on this policy and regulation, as well as the NPS emergency policies.

Policy 5142 – Student Safety (continued) -

providing the Superintendent and each school Principal with a copy.” In the second paragraph, “As part of the overall plan, each school Principal...” In the third paragraph, “If an emergency and/or crisis should occur on, in, or near the school site, the Principal or his or her designee must take the following actions immediately:”

- ✓ In the third checkmark, edit the sentence as follows: “Determine whether a lockdown, evacuation, safe school mode or shelter-in-place response is procedures are required...”
- ✓ For the fourth checkmark, the edits are: “In the event first responders (law enforcement, police) are called to the building, the National Incident ~~Command~~ Management System (NIMS) shall be utilized.”
- ✓ After the 5th checkmark, the edits are: “The ~~Principal~~ Superintendent should be prepared to answer... The Principal or his/her designee should not make any statements to the news media unless he or she has had adequate time to assess the situation and ~~checked~~ review with the Superintendent or ~~designee~~ Public Information Officer.”

In the last sentence on Page R5142, the edits are:

“Selected ~~teachers and other key staff personnel~~ staff and Emergency Response Team (ERT) members should be assigned to supervise areas of major concern.”

On Page R5142(d), delete from “Action Plan Format” up to “Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency” on Page R5142(g). Add after the last paragraph on that page, “Communication of factual information to parents is essential. All efforts will be made to accurately communicate with parents.”

Then delete from Page R5142(h) up to “Procedures for Handling School Bus Accidents” on Page R5142(j). After the first sentence under this heading, delete b. ~~Notify the Business Director~~ and c. ~~Notify the Transportation Coordinator~~. For d. edit as follows: Call ~~Notify~~ parents of students on bus/van.

After “The bus driver will call the Bus Company and the police will be notified.” delete the next two paragraphs and add this sentence: The Principal will evaluate the impact of the accident on students and staff and will follow procedures outlined in this regulation as appropriate. Lastly, delete everything on Page R5142(k).

<p>Policy 5131.7 – Weapons and Dangerous Instruments – The committee members and Mark Pompano again reviewed this edited policy that was in the queue waiting to go forward to the BOE.</p>	<ul style="list-style-type: none"> • It was determined that this policy is ready, as edited, for review by the BOE and it will go back into the 5000 Series policy queue.
<p>Policy 5131.8 – Off School Grounds Misconduct – Committee members and Mark Pompano edited CABE’s “Newest version to consider” as follows: On Page P5131.8(a) in the 3rd paragraph, delete the sentence, “The conduct can also be the use of inappropriate electronic messages.” Then begin a new paragraph with the next sentence starting with, “The Board of Education or impartial hearing board,…” They also reviewed Policy 5114 – Suspension and Expulsion/Due Process to make sure there is alignment with this policy. It was determined that the following language from Page P5114(f) (under “Suspension for Conduct Off School Grounds”, number 2, item (4) “whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.”) needed to be added to Page P5131.8(a) in the 3rd paragraph after item (4) as noted: “whether the conduct involved the use of alcohol, <u>narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.</u>”</p>	<ul style="list-style-type: none"> • J. McEvoy will make the approved edits to this policy and invite M. Pompano and D. Roach to an upcoming policy committee meeting to continue discussion on this policy.
<p>Policy 5131.1 – Bus Conduct – After review of the Student Safety Rules listed under “Bus Safety” on Page R3541(b) of Transportation Policy 3541, committee members decided that this policy is not needed.</p>	<ul style="list-style-type: none"> • No further action is required.
<p>Policy 5131.3 – Student Driving/Parking – Committee members needed to refer to current NPS Policy on Student Parking and Fees.</p>	<ul style="list-style-type: none"> • J. McEvoy will locate NPS Policy and Regulation on Student Parking/Fees and invite D. Roach to attend an upcoming policy committee meeting. Discussion will then continue on this policy.
<p>Policy 5131.81 – Use of Electronic Devices (includes information on Sexting) – Discussion on this Policy and Policy 5131.82 – Restrictions on Publications and Written or Electronic Material, as well as current NPS Policy 7-407 – Electronic Information Networks, will continue at an upcoming policy committee meeting.</p>	<ul style="list-style-type: none"> • J. McEvoy to invite C. Amodeo to attend an upcoming policy committee meeting and sent her the relevant policy information for review. Discussion will occur on these policies at that meeting.
<p>Policy 5131.91 – Hazing – Committee members reviewed CABE policies and chose “A revised version to consider”. Edits included on Page 5131.91(b) deleting the last paragraph (including bullet points) and everything up to “Reporting Requirement” on Page P5131.91(d). Then continuing on this page in the second paragraph, second sentence under “Policy Dissemination”, replace “and” with “or” as follows: “At a minimum, such communication shall take place at the beginning of each school year, and <u>or</u> prior to the beginning of each team or group’s activities for the year. Finally, delete the next sentence on that page and the rest on Page P5131.91(e). Committee members asked that M. Memoli be invited to an upcoming policy committee meeting and that J. McEvoy look for current NPS Policy.</p>	<ul style="list-style-type: none"> • J. McEvoy to make approved edits to this policy and invite M. Memoli to attend an upcoming committee meeting. Discussion will continue on this edited Hazing policy and current NPS policy when found.

UNFINISHED NEW BUSINESS

Policy 5141 – School District Medical Advisor	<ul style="list-style-type: none"> • J. McEvoy to pull any current NPS policies and invite A. Dalton to attend. Discussion to then continue on this policy.
Policy 5141.21 – Administering Medication	<ul style="list-style-type: none"> • J. McEvoy to pull any current NPS policies and invite A. Dalton to attend. Discussion to then continue on this policy.
Policy 5141.22 – Communicable/Infectious Disease	<ul style="list-style-type: none"> • J. McEvoy to pull any current NPS policies and invite A. Dalton to attend. Discussion to then continue on this policy.
Policy 5141.213 – Opioid Overdose Prevention (Emergency Administration of Naloxone)	<ul style="list-style-type: none"> • J. McEvoy to pull any current NPS policies and invite A. Dalton to attend. Discussion to then continue on this policy.
Policy 5141.231/4118.234 – Psychotropic Drug Use	<ul style="list-style-type: none"> • J. McEvoy to pull any current NPS policies and invite A. Dalton to attend. Discussion to then continue on this policy.

UPDATE FROM THE SUPERINTENDENT

PUBLIC PARTICIPATION:

None

A motion was made by R. Harriman-Stites to move Policy and Regulation 6163.32 – Live Animals in the Classroom – Service Animals (including Guide or Assistance Dogs) into the non 5000 Series queue (this queue can now go forward to the BOE for review as there are 5 policies in it), and to return Policy 5131.7 – Weapons and Dangerous Instruments to the 5000 Series queue. D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to postpone discussion/action on Policy 5123 – Promotion/Acceleration/Retention, Policy P5142 – Student Safety, Policy 5131.3 – Student Driving/Parking, Policy 5131.8 - Off School Grounds Misconduct, Policy 5131.81 – Use of Electronic Devices, Policy 5131.91 – Hazing, Policy 5141 – School District Medical Advisor, Policy 5141.21 – Administering Medication, Policy 5141.22 – Communicable/Infectious Disease, Policy 5141.213 – Opioid Overdose Prevention (Emergency Administration of Naloxone), and Policy 5141.231/4118.234 – Psychotropic Drug Use. D. Cruson seconded. Motion was unanimously approved.

UNFINISHED OLD BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING

Policy 5123 – Promotion/Acceleration/Retention	<ul style="list-style-type: none"> • To be reviewed by committee as discussed
Policy 5142 – Student Safety	<ul style="list-style-type: none"> • To be reviewed by committee as discussed
Policy 5131.3 – Student Driving/Parking	<ul style="list-style-type: none"> • To be reviewed by committee as discussed
Policy 5131.8 – Off School Grounds Misconduct	<ul style="list-style-type: none"> • To be reviewed by committee as discussed
Policy 5131.81 – Use of Electronic Devices	<ul style="list-style-type: none"> • To be reviewed by committee as discussed
Policy 5131.91 - Hazing	<ul style="list-style-type: none"> • To be reviewed by committee as discussed

UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING

Policy 5141 – School District Medical Advisor	<ul style="list-style-type: none">• To be reviewed by committee as discussed
Policy 5141.21 – Administering Medication	<ul style="list-style-type: none">• To be reviewed by committee as discussed
Policy 5141.22 – Communicable/Infectious Disease	<ul style="list-style-type: none">• To be reviewed by committee as discussed
Policy 5141.213 – Opioid Overdose Prevention (Emergency Administration of Naloxone)	<ul style="list-style-type: none">• To be reviewed by committee as discussed
Policy 5141.231/4118.234 – Psychotropic Drug Use	<ul style="list-style-type: none">• To be reviewed by committee as discussed

A motion to adjourn the meeting was made by R. Harriman-Stites and seconded by D. Cruson. All were in favor. Meeting was adjourned at 9:40 a.m.

Submitted: Rebekah Harriman-Stites, Policy Committee Chair