

**BOE Policy Committee Minutes**  
**3 Primrose Street, Newtown, CT**  
**June 6, 2018**

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

**IN ATTENDANCE:** Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue, Matt Memoli (8:00 am – 8:12 am), Mark Pompano (8:20 am – 8:55 am), Carm Amodeo (9:00 am – 9:18 am), and Anne Dalton (9:10 am–9:54 am)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** R. Harriman-Stites made a motion to approve the minutes of May 9, 2018. D. Cruson seconded. Minutes were unanimously approved.

**UNFINISHED OLD BUSINESS**

Discussion and possible action:

<b>Action</b>	<b>Follow-Up</b>
<p><b>Policy 5131.91 – Hazing</b> – Committee members like CABE’s current version “A revised version to consider” with edits from the 5/9/18 policy meeting. M. Memoli and L. Rodrigue like “General Statement of Policy A - F” from current NPS policy 8-604 adopted in 2000. Add these to Page P5131.91(a) of “A revised version to consider” after the paragraph under “Policy” and before “Definitions”. Addition is as follows”</p> <p><u>General Statement of Policy</u></p> <p>A. <u>No student, teacher, administrator, volunteer, contractor or other employee or agent of the school district (here and after collectively referred to as “staff”) shall plan, direct, encourage, aid, or engage in hazing.</u></p> <p>B. <u>No staff member of the school district shall permit, condone, or tolerate hazing.</u></p> <p>C. <u>Implied or expressed consent by a person being hazed does not lessen the prohibitions contained in this policy, and will not be considered as a defense or mitigation of any alleged violation of this policy.</u></p> <p>D. <u>A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.</u></p> <p>E. <u>The school district will investigate complaints of hazing and take appropriate action including, but not limited to, discipline against any student or</u></p>	<ul style="list-style-type: none"><li>• L. Rodrigue and M. Memoli will review edited CABE “A revised version to consider” and also further review NPS policy 8-604 alongside the current CABE version and decide if any further additions are needed.</li><li>• Once meeting is held, J. McEvoy will invite M. Memoli to attend an upcoming policy committee meeting and discussion will continue on this policy.</li></ul>

<p><b>Policy 5131.91 – Hazing (continued)</b></p> <p><u>staff member of the district who is found to have violated this policy.</u></p> <p>F. <u>Hazing activities are seriously disruptive of the education process. This policy applies to behavior that occurs on or off school property and during, before or after school hours.”</u></p>	
<p><b>Policy 5131.3 – Student Driving/Parking</b> – D. Roach was unable to attend so R. Harriman-Stites tabled review of this policy and asked J. McEvoy to invite both K. Longobucco and D. Roach to an upcoming policy meeting. They could then decide who should attend.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will invite K. Longobucco and D. Roach to an upcoming policy meeting and will provide committee members with NPS Policy 3515.2 – Vehicles Parked on School Property by Students and Employees and NPS Regulation 3515.2 – Student Parking, to committee members for review, as well as CAFE’s current suggested policies and regulations for Policy 5131.3 – Student Driving and Parking. Committee will review and discuss this policy.</li> </ul>
<p><b>Policy 5123 – Promotion/Acceleration/Retention</b> – (replacing NPS Current Policy 7-105 and 7-105.1) Administrators reviewed this policy and regulation along with NPS outdated Policy 7-105.1 – Retention Procedures - at their 5/11/18 meeting. They approved of the policy and L. Rodrigue handed out to the committee members a further edited regulation based on the Administrators’ feedback. Edits are as follows: On Page 5123(a) the first sentence under “Promotions/Acceleration/Retention” should read: “School personnel will identify students (K-12) at risk <del>and</del> or failing, <u>and</u>, therefore, in danger of retention.” The last sentence in that paragraph should have a comma added after “...may include,” and again after “but are not limited to.” In bulleted items below, delete “<del>Summer Academy; Saturday</del>” and edit the last bullet to read “Alternative <u>programming</u>, and delete “<del>other than academie</del>.” In the next paragraph, the 2<sup>nd</sup> sentence should begin “The <u>Newtown Public School</u> District...”. Next remove “Chronological Age” and everything underneath it. Then change the heading “<del>Grades</del>” to “<u>Elementary /Intermediate School</u>” and change the 1<sup>st</sup> sentence to “The <u>elementary/intermediate school</u>...” Next insert the 1<sup>st</sup> page of current NPS policy 7-105.1 starting with “Retention Procedures”. In #2 under “Middle School” change as follows: Remove <del>Quarterly letters</del> and add <u>Communication</u> from the appropriate guidance counselor <u>and/or staff member</u> reporting...” On page R5123(b) add the heading <u>Middle School Standards for Promotion/Summer School</u> and then remove the paragraph starting with “<del>The middle school student who fails two or more core subjects...</del>” Replace this with T. Einhorn’s insert, “<u>In order to advance to the</u></p>	<ul style="list-style-type: none"> <li>• L. Rodrigue will review Policy and regulation with edits with A-Team this week and discussion will continue on this policy at an upcoming meeting.</li> </ul>

**Policy 5123 – Promotion/Acceleration/Retention (continued)**

next grade, grade 7 and 8 students must pass three of the four core subjects (language arts, math, science and social studies). If a student passes only two of the core subjects, he/she will need to pass one course in summer school in order to be promoted. If the student passes only one course, or passes two courses but does not attend summer school, he/she will be retained. Students may take only one course in summer school.

Next there should be added the heading “High School” and the paragraph that follows starting with “High school graduation shall...” The 2<sup>nd</sup> sentence should then read “*High School* students shall be promoted not by years but by ~~unit~~ credits earned in accordance with established Board of Education policy. Next should be inserted the “Requirements for Graduation” taken from the 2018-19 Newtown High School Program of Studies. Beginning with “Satisfactory completion of a yearlong course...” and ending with the Chart that has the headings “Subject”, “Credit”, and “Specific Requirements”, with “Total Required” the last item listed under “Subject”. Finally add the heading Criteria for Promotion/Retention, followed by the chart. Add a comma after “slightly above...” in #3 and in #8 add a semicolon after “school rules; and a comma after “anti-social behavior,...”. In #13 add a comma after “death, and in #16 it should read: “Has the child study team been convened? What special services have been provided to the child? What has been the result of special services implemented and what is expected in the future? (List services) and add lines below for #16 and #17. Make sure all headings are underlined in this chart. Policy and regulation with edits will be reviewed at an upcoming policy committee meeting.

R. Harriman-Stites noted that it would be great to be able to add this data to Alpine.

**Policy 5142 – Student Safety** – Committee members approved all the edits to this policy and regulation but also made further edits on Page R5142(j) as follows: “Procedures for Handling School Bus Accidents” “Subsequent to a school bus accident, the building Principal or his/her designee will follow procedures outlined in Policy and Regulation 3541.35 – Procedures to be Followed in the Event of an Accident to a Bus/ must take the following action immediately. Next delete items a., b, c and d and the sentence below, “~~The bus driver will call the Bus Company and the police will be notified.~~” J. McEvoy will make edits to this regulation and Policy and Regulation 5142 – Student Safety is to

- J. McEvoy will make all the approved edits. Policy 5142 – Student Safety, Policy 6114.3 – Bomb Threats and Explosive Devices, and Policy 6114.7 – School Security and Safety are to go forward to the Board of Education for a first read at their next BOE meeting.

<p><b>Policy 5142 – Student Safety (continued)</b></p> <p>go forward to the BOE for review. M. Pompano has made suggested edits to Policy and Regulation 3541.35. This policy is referred to in Policy 5142 – Student Safety. J. McEvoy will put Policy 3541.35 – Procedures for Emergencies; Safety – Transportation/School Bus Involved Traffic Accident on the next meeting agenda for review. Next current NPS emergency policies were reviewed by committee members. M. Pompano stated that Policy 6114 – Emergencies and Disaster Preparedness is okay to stay as is, as well as Policy 6114.1 – Fire Emergency (Drills)/Crisis Response Drills/Bus Safety Drills. However edits were made by M. Pompano (who consulted with R. Mills) to Policy 6114.3 – Bomb Threats, and committee members further edited Policy 6114.7 – Safe Schools.</p> <p>R. Harriman-Stites directed that Policy 6114.3 – Bomb Threats <u>and Explosive Devices</u> and Policy 6114.7 – renamed <u>School Security and Safety</u> go forward with Policy 5142 for review by the Board of Education at their next meeting.</p>	
<p><b>Policy 5131.8 – Off School Grounds Misconduct –</b> R. Harriman-Stites tabled this policy until either K. Longobucco or D. Roach could attend. Approved edits have been made to this CAGE “Newest version to consider” and discussion will continue at an upcoming policy meeting.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will invite M. Pompano, K. Longobucco and D. Roach to an upcoming policy committee meeting to continue discussion on this policy.</li> </ul>
<p><b>Policy 5131.81 – Electronic Devices (includes information on Sexting) –</b> C. Amodeo likes CAGE;s “Another and more recent version to consider”. She provided the committee with handouts of her forms and NPS policies that were referred to in them. Newtown Middle School’s “Ethical and Appropriate Use of Technology” references the old NPS Bullying Policy that was numbered 8-605. It is now Policy 5131.911 – Bullying Prevention and Intervention Policy. Also NPS “Responsible Use of Technology Agreement for Grades 5-12” references NPS Policy 8-300 – Acceptable Use of Technology. J. McEvoy will ask CAGE what they have on this. C. Amodeo also provided Bring Your Own Device (BYOD) Forms for Grades 9-12 and K-8. She said that the forms should be part of the regulation. There was discussion as to why all schools don’t have the Newtown Middle School letter, and what is the best (least redundant) way to combine everything.</p> <p>Edits were made to CAGE’s Policy 5131.81 – Electronic Devices “Another and more recent version to consider.” On Page P5131.81(b), add the following bullet before “Cyberbullying;” • <u>The sending, sharing, viewing or</u></p>	<ul style="list-style-type: none"> <li>• J. McEvoy to make approved edits to this policy and L. Rodrigue and C. Amodeo will meet to review all the information on this topic.</li> <li>• J. McEvoy to ask CAGE for any comparable policies to our policy 8-300, Acceptable Use of Technology (that is referenced in form).</li> <li>• J. McEvoy will invite C. Amodeo to attend an upcoming policy committee meeting and discussion will continue on these policies and our NPS forms at that meeting.</li> </ul>

**Policy 5131.81 – Electronic Devices (continued)**

possessing pictures, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited in the school setting.”

After the last bullet on that page, create a new heading called “Sexting” and add the following paragraph from CAFE’s background information on Sexting.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, e-mailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs, even if the subject is oneself, may be punished under this policy/code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.”

L. Rodrigue and C. Amodeo will meet to discuss these policies and forms, and decide when would be the best time to come back to the policy committee with their recommendations. 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.

**UNFINISHED NEW BUSINESS**

Discussion and possible action:

**Policy 5141 – Student Health Services –**

R. Harriman-Stites likes CAFE’s “A revised version of this policy originally developed by Wilton. Committee members and Anne Dalton agreed and edits were made to Page 5141(a). Add a few sentences at the end of the 1<sup>st</sup> paragraph (taken from another CAFE policy with the heading “A concise version of this policy to consider). It will read: To that end, the Board also employs the professional services of a School Medical Advisor and appropriate professional support services. The Superintendent or appointee shall manage these health services. Health services shall be directed toward detection, prevention, on-going monitoring of health problems and to provide emergency interventions.

In the last sentence of the 3<sup>rd</sup> paragraph, change the

- J. McEvoy will make approved edits and then this policy will go into the 5000 series queue.

<p><b>Policy 5141 – Student Health Services</b> (continued)</p> <p>word “will” (after immunizations) to <u>may</u>.</p> <p>In the first sentence of the next (and last) paragraph, add after “...vaccination <u>or others</u> as required by law,..”</p> <p>R. Harriman-Stites stated that this policy, with approved edits, should go into the 5000 series queue waiting for BOE review.</p>	
<p><b>Policy 5141.21 – Administering Medication –</b></p> <p>R. Harriman-Stites tabled this policy until an upcoming meeting.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to invite A. Dalton to attend an upcoming committee meeting to review this policy with the committee.</li> </ul>
<p><b>Policy 5141.22 – Communicable/Infectious Disease –</b></p> <p>R. Harriman-Stites tabled this policy until an upcoming meeting.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to invite A. Dalton to attend an upcoming policy meeting to review this policy with the committee.</li> </ul>
<p><b>Policy 5141.213 – Opioid Overdose Prevention (Emergency Administration of Naloxone) –</b></p> <p>J. McEvoy provided the committee members with the NPS Standing Order and Protocol for Naloxone (Narcan) Administration forms. A. Dalton said that this is all that is really needed and that a policy is not necessary.</p>	<ul style="list-style-type: none"> <li>• It was decided that it’s okay to not have a Naloxone policy because we have a standing order and procedure. No further action required.</li> </ul>
<p><b>Policy 5141.231/4118.234 – Psychotropic Drug Use –</b></p> <p>R. Harriman-Stites tabled this policy until an upcoming meeting.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to invite A. Dalton to attend an upcoming policy meeting to review this policy with the committee.</li> </ul>

**UPDATE FROM THE SUPERINTENDENT**

L. Rodrigue shared with policy committee members a letter (dated May 24, 2018) from the Connecticut Association of Public School Superintendents to Governor Malloy as regards Public Act 18-89: An Act Concerning Classroom Safety and Disruptive Behavior. The bill allows a teacher to remove a student from the classroom. She said that the letter was written to encourage the Governor to veto this bill. Depending on the results, it could affect policy so she wanted to make the committee members aware.

R. Harriman-Stites asked J. McEvoy to provide her with the policy on Tuition Rate for Staff Members.

A. Dalton asked if there was a Field Trip policy that she could review. J. McEvoy will check with CAFE.

A. Dalton said that Westport just revised and updated one. She will try to get a copy for the committee as well.

**PUBLIC PARTICIPATION:**

None

A motion was made by R. Harriman-Stites to move Policy and Regulation 5142 – Student Safety, Policy 6114.3 – Bomb Threats and Explosive Devices, and Policy 6114.7 – School Security and Safety forward to the Board of Education for review at their next meeting. D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to move Policy 5141 – Student Health Services into the 5000 Series queue waiting for review by the Board of Education. D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to postpone discussion/action on Policy 5131.91 – Hazing, Policy 5131.3 – Student Driving/Parking, Policy 5123 – Promotion/Acceleration/Retention, Policy 5131.8 - Off School Grounds Misconduct, Policy 5131.81 – Use of Electronic Devices, Policy 5141.21 – Administering Medication, Policy 5141.22 – Communicable/Infectious Disease, 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**

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

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

<b>Policy 5141.21 – Administering Medication</b>	<ul style="list-style-type: none"> <li>• To be reviewed by committee as discussed</li> </ul>
<b>Policy 5141.22 – Communicable/Infectious Disease</b>	<ul style="list-style-type: none"> <li>• To be reviewed by committee as discussed</li> </ul>
<b>Policy 5141.231/4118.234 – Psychotropic Drug Use</b>	<ul style="list-style-type: none"> <li>• To be reviewed by committee as discussed</li> </ul>

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 9:54 a.m.

Submitted: Rebekah Harriman-Stites, Policy Committee Chair