



**CONSOLIDATED  
SCHOOL DISTRICT  
— OF —  
NEW BRITAIN**

**NEW BRITAIN BOARD OF EDUCATION  
POLICY COMMITTEE MEETING**

**September 18, 2023– 6:00 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER**



## NOTICE OF MEETING

TO: New Britain Board of Education Members  
Mayor Erin Stewart  
Mr. Mark H. Bernacki, Town and City Clerk  
New Britain Common Council Members

DATE: September 15, 2023

RE: New Britain Board of Education Committee Meetings

The following Board of Education committee meetings will be held:

- **The New Britain Board of Education Policy Committee** will hold a regular meeting on Monday, September 18, 2023 at 6:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.
- **The New Britain Board of Education Curriculum Committee** will hold a regular meeting on Monday, September 18, 2023 at 6:15 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.

***Members of the public may attend meetings in person or view a live broadcast of the proceedings online via the livestream link:***

***<https://www.csdnb.org/board/>***

The agendas and board packets in their entirety can be found on the Board of Education website:  
<https://www.csdnb.org/board/BOE-2023-Meetings-Documents-Calendar.php>





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## New Britain Board of Education | Policy Committee Regular Meeting

September 18, 2023 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:  
<https://www.csdnb.org/board/>

### 1. Call to Order and Opening

- A. Meeting Called to Order

### 2. New Business

- A. Review and Approve Minutes from Policy Committee Meeting on May 22, 2023  
Submitted by Ms. Aja Edwards | Page 5
- B. Review Proposed Policy Regarding Cell Phones  
Submitted by Mr. Tyrone Richardson | Page 10
- C. Review Proposed Policy Regarding Visitor Protocol  
Submitted by Dr. Tony Gasper | Page 41
- D. Review Policy 5141.40 – Suspected Abuse/Neglect of Students
  - Revision of Administrative Regulations  
Submitted by Dr. Tony Gasper | Page 48
- E. Review Proposed Policies Previously Discussed & Tabled at Prior Committee Meetings  
Submitted by Dr. Tony Gasper | Page 61

### 3. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment



**CONSOLIDATED  
SCHOOL DISTRICT  
— OF —  
NEW BRITAIN**

**NEW BUSINESS**



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

# New Britain Board of Education Policy Committee Meeting

May 22, 2023 – 6:00 PM | New Britain Educational Administration Center

### Call to Order and Opening

Vice President Merrill Gay, called the meeting to order at 6:02 PM.

#### Board Members Present

Mr. Merrill Gay, Mr. Anthony Kane, Mr. Joseph Listro, Ms. Diana Reyes, and Ms. Tina Santana.

#### CSDNB Staff Present

Ms. Lara Bohlke, Mr. Matt Bornn, Mr. James Brasile, Ms. Kristina DeNegre, Ms. Aja Edwards, Dr. Anthony Gasper, Ms. Rebecca Gonzalez, Ms. Maryellen Manning, Mr. Damon Pearce, Mr. Tyrone Richardson, Dr. Nicole Sanders#, Ms. Sandra Sandford#, and Ms. Ivelise Velazquez.

#Online

### New Business

Review and Approve Minutes from Policy Committee Meeting on March 20, 2023

Submitted by Ms. Aja Edwards

*Ms. Reyes motioned to approve minutes from the Policy Committee Meeting on March 20, 2023, seconded by Ms. Santana. Motion carried unanimously.*

Review Multiple Board Policies

- a. Review: Two New Policies with Possible Board Adoption
- b. Review: Four Current Policies with Amendments and Possible Board Adoption

Submitted by Dr. Tony Gasper

#### Recommended Revisions to the Board Policy Include:

- **Policy 6153, Field Trips:** Revisions were inconsistent, the policy states that overseas trip only require 90-day notices, Dr. Gasper states that organizers should have preliminary consent from the Superintendent prior to the start of fundraisers for such field trips.

#### Section III: Approvals of Field Trips

- All foreign travel field trips must be submitted a minimum of ~~90 days~~ **one calendar** year in advance of the departure date for ~~initial Board~~ **Superintendent** approval and **Board of Education** for final approval. **No fundraising or advertising activities related to the trip may be conducted prior to initial Superintendent approval. Between 90 and 120 days in advance of the departure date, the sponsoring staff member must request a meeting with the Superintendent to gain final approval. The purpose of this two-step process to ensure that conditions of safety and security**

### New Britain Board of Education

Gayle Sanders-Connolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary  
Anthony Cane | Monica Dawkins | Anthony Kane | Matthew Marino | Annie S. Parker | Diana Reyes | Tina Santana

in the destination country have not changed since the initial approval.

- Parents/guardians are responsible for obtaining trip cancellation insurance. **This is strongly recommended.** The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

*Dr. Gasper Presented Proposed New Language to be Added*

- For overnight trips and with advance notice to parents/guardians, students' luggage/baggage may be searched prior to or at any point during the trip to ensure safety and compliance with all Board of Education policies regarding prohibited items.
  - For overnight trip room assignments: Students will be assigned roommates based on gender/gender identity, preference and/or best fit. If a student attending an overnight trip prefers an individual room for any reason, they may submit such request to the district [CHOOSE ONE: when filling out their room preference form OR by DATE]. Once requested, single rooms will be assigned based on availability. Depending on the costs charged by the lodging facility, the students' family may incur an additional cost for a single room. The district will provide each family with the names of students who have been assigned to room with their child, but additional information regarding other students will remain confidential, in accordance with state and federal law.
- **Policy 5145.12 - Student search-seizure:** The policy states reasonable suspicion allows for searches of students, but does not provide clarity on any type of canvas search. Dr. Gasper would like to create a policy for future reference the case that a safety emergency arises.

Section 111. A metal detector or similar device can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, where feasible. A school is authorized to conduct general searches of students and their personal effects with a metal detector or similar device before a student can gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the Superintendent or designee. Prior to initiating general searches, the school must:

- Receive written consent and directive from the Superintendent with the need for general searches based upon a pattern or expectation of violence or disruption.
- Provide written notice, if feasible, to students and parents/guardians of the school policy governing general searches, but not of specific times or places where searches will be conducted.

This policy shall be distributed annually to the parents/guardians of each student.

➤ **Policy P6115.3 – Proposed Flag Policy**

In addition to the above referenced flags, **United States territorial & state, sister City, and foreign national flags may also be displayed outside of a school building on the day of a visit from an elected official or delegation to that school. Inside of school buildings, United States territorial and state flags, sister City flags, as well as flags of foreign nations and ethnic flags (such as the Pan-African flag) may be displayed, on a permanent or temporary basis, in accordance with proper flag etiquette. These displays are to be educational in nature, as well as to recognize the diversity of our City's heritage, history, and student body.** These are the only flags approved for display. ~~In accordance with the concept of viewpoint neutrality, no other flags, banners, emblems, or signage that could be deemed political or religious in nature shall be displayed inside or outside of school~~

buildings or on school property. other flags or banners may be displayed on a permanent or temporary basis outside or inside of District buildings. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation or resolution or Mayoral proclamation. Examples include, but are not limited to, sister City flags, Heritage Month flags, (e.g. African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards, or flags designating an event or accomplishment. All such flags and banners will be displayed with the authorization by the Mayor as prescribed by the applicable proclamation or resolution.

(cf. 0521 – Nondiscrimination)

~~(cf. 0521.1 – Commitment to Religious Neutrality)[1]~~

~~(cf. 0523 – Equity and Diversity)~~

~~(cf. 0524 – Hate Crimes and Bias Incidents in Schools)~~

~~(cf. 5145.2 – Freedom of Speech/Expression)~~

~~(cf. 6115.3 – Ceremonies and Observances)[2]~~

(cf. 6144 – Controversial Issues)

Legal Reference Connecticut General Statutes

10-230 Flags in classrooms and schools. Policy on the reciting of the “Pledge of Allegiance.”

4 U.S.C. Title 4, Chapter 1, Section 5-9 (display of the flag)

First Amendment-U.S. Constitution

36 U.S.C.174

Tinker v. Des Moines Independent Community School District, 393 U.S. 503

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect, **given proper lighting**. In addition to days when school is in session, the flags will be displayed on the following days if school is open to the public: New Year’s Day, Martin Luther King, Jr. Day, Lincoln’s Birthday, Washington’s Birthday, Memorial Day, Flag Day, **Juneteenth**, the Fourth of July, Labor Day, September 11th Remembrance Day, POW/MIA Recognition Day, Columbus/**Indigenous Peoples’ Day**, Veterans Day, Thanksgiving Day, Pearl Harbor Day, and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of Connecticut as a day of general thanksgiving or for displaying the flag.

The Board has discretion in determining when the flag will fly at half-staff to commemorate the death of a local person, including a present or former Board of Education member, and a present employee or student. ~~Flags on individual buildings will be flown at half-staff for 30 days if a present employee or student in that building dies. The flag shall also be flown at half-staff the day of the funeral of any former employee well-known in the school. This will be at the discretion of the Superintendent.~~

~~All flags in the district are to be flown at half-staff when a present Board member dies and are kept at half-staff for 30 days. All flags are put at half-staff on the day of the funeral of a former Board member. All flags in the district are flown at half-staff on the day of the funeral of a present employee or a present student. The flag will not be displayed on days when the weather is inclement.~~

- **Policy 3280.10, Raffles, Bazaars, Etc.:** Dr. Gasper’s request is to be in alignment with the law. Dr. Gasper sent out a memorandum to the Principals of the district for clarification purposes. The Board has already been made aware of the need for policy revisions.

**RECOMMENDED POLICY NUMBER: 3280.10 (an addendum to 3280.00)**

**RECOMMENDED NEW POLICY:**

The Board of Education strongly believes in partnering with parent groups, community groups, and booster clubs in the shared goal of supporting educational experiences for students. Part of this partnership may, at times, involve fundraising activities. If the fundraising is to involve a raffle or bazaar of any kind, great care must be taken to ensure that the activities are lawful and proper financial accounting is ensured.

As per Board policy number 3280.00, the principal's and/or superintendent's approval shall be required for any fundraising. Additionally, the following shall be guidelines for any fundraising activity that involves a raffle or bazaar of any kind:

**A.** Any group wishing to hold a bazaar or raffle is responsible for obtaining the proper permit from the New Britain Police Department.

*Parent groups, community groups, and booster clubs who hold the bazaar or raffle on school grounds may be asked by the principal or superintendent to produce a copy of the permit before ticket sales can begin.*

**B.** It is strongly recommended that the entity conducting the bazaar or raffle be a wholly separate entity from the school district and that such group be a registered not-for-profit. Parent groups, community groups, and booster clubs are better positioned to conduct these activities than the District itself or its employees.

**C.** No member of or volunteer for the organization conducting the bazaar or raffle may receive remuneration in any form for the time or effort devoted to the fundraiser.

**D.** No person under the age of eighteen years may promote, conduct, operate, or work at a bazaar or raffle.

**E.** No person under the age of sixteen years may sell or promote the sale of raffle tickets.

**F.** Acceptable forms of payment for tickets are: credit card, debit card, check, or cash.

➤ **Policy 3320.00 – Contract Approvals**

All **contracts for goods or services in the amount of \$7,500 or greater shall** which require Board approval shall require the signature of the Board president in order for the execution of the contract to be valid. The Board may, by Board action, delegate signature authority to the Superintendent of Schools, or designee of the Superintendent, as appropriate.

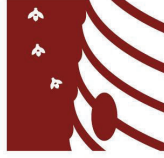
This requirement applies to all contracts for supplies, materials, equipment and contractual services as indicated in Board Policy Statement **9-3324.00**. This policy also applies to any collective bargaining agreement, individual employment contract and/or legal settlement, unless delegated as indicated above.

➤ **Policy 5131, Student Discipline Code:** Minor change in the administrative regulations, it currently states the Board is the hearing panel for expulsions, but instead the Board should maintain neutrality by having a hearing officer.



*Mr. Kane motioned to adjourn, seconded by Ms. Reyes.*

The meeting was adjourned at 6:51PM.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Tyrone Richardson () for approval at the Regular Board Meeting on October 2, 2023.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Tyrone Richardson

#### Type of Memorandum

Board Policy Review

#### Background and Purpose/Rationale

N/A

We do not have a cell phone policy here in New Britain. At the end of 2023 there was a survey given to staff, students, and parents regarding their views on cell phone use in schools. The attached powerpoint details the finding of the survey. We then convened a team of administrators to review policies from CABE that matched what are constituents said they wanted in the survey. The attached draft policy is the result of the collaborative editing process completed by the team of administrators. There is no current policy.

#### Financial Information

The total is and the funding source is .

#### Committee Review

To be reviewed by the Policy Committee on September 18, 2023

[Cell Phone Policy - tyrone richardson](#), [Cell Phone Policy Draft - tyrone richardson.docx](#)

## **Students**

### **Electronic Devices**

#### **Cellular Phones/Electronic Communication Devices**

The Board of Education (Board) recognizes that many students possess and use cellular telephones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and his/her family, as well as serving as tools to access electronic information. In the school setting, such portable electronic devices are permitted providing their use is consistent with this policy and does not interfere with the educational process or with safety and security.

**High School:** Student personal telecommunications devices may be turned on and operated before/after the regular school day during lunch, passing periods, or in an emergency situation that involves imminent physical danger. School staff may also authorize the student to use a personal telecommunications device for instructional purposes or to facilitate parent/guardian communications. Other than the times and circumstances herein described, personal telecommunications devices should be stored by the student in the student's personal belongings to limit distraction, balance screen time, support healthy and safe school culture and learning environments, and encourage students to practice face-to-face, interpersonal communication skills.

**Middle and School:** Student personal telecommunications devices may be turned on and operated before and after the regular school day, or times designated by school administration, or in an emergency situation that involves imminent physical danger. Staff may also authorize the student to use a personal telecommunications device for instructional purposes or to facilitate parent/guardian communications. Other than the times and circumstances herein described, personal telecommunications devices should be stored by the student in the student's personal belongings to limit distraction, balance screen time, support healthy and safe school culture and learning environments, and encourage students to practice face-to-face, interpersonal communication skills.

**Elementary School:** Elementary school students may possess cellular telephones and other wireless communication devices on school property and school-sponsored transportation, provided such devices are not visible, used, or activated, and are kept in the "off" position throughout the instructional school day. Students must keep their cellular phones and other

wireless communication devices stored in a non-visible secure location during the instructional school day. Students may use their cellular phones and other wireless communication devices while waiting for the beginning of the instructional school day or waiting for a school bus at the end of the instructional school day.

***All Schools:***

Parents should not expect to communicate directly with their children using their devices during designated school time. Parents who need to communicate with their child in the case of an emergency should call the school office and communicate with school personnel the nature of their emergency who will then communicate as appropriate with the student impacted by the emergency.

Phones and/or electronic communication devices, and accessories (i.e. earbuds, headphones, smart watches, etc.), should remain concealed and be turned off unless in use pursuant to this policy. Such phones and other electronic communication devices may be used in compliance with the individual school's guidelines for usage. This time of usage may include before/after school as well as during the student's lunch time and in designated locations.

All students in possession of telecommunications devices, including, but not limited to personal cell phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

1. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
2. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, in electronic or any other form on a telecommunications device, while the student is on school grounds, at school-sponsored events, or on school buses or vehicles provided by the district;
3. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law, school rules, or is contrary to the guidelines established above, appropriate actions will be taken to ensure a safe and appropriate learning environment is maintained including the search **and/or** seizure of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;

4. Students are responsible for devices they bring to school. The District/School will not be responsible for loss, theft, or destruction of devices brought onto school property or to school sponsored events.

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5131 – Conduct)

(cf. 5131.8 – Off School Grounds Misconduct)

(cf. 5131.82 – Restrictions on Publications and Written or Electronic Material)

(cf. 5131.911 – Bullying)

(cf. 5131.913 – Cyberbullying)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

Legal Reference:        Connecticut General Statutes  
                                 10-233j Student possession and use of telecommunications devices  
                                 *Eisner v. Stamford Board of Education*, 440 F. 2d 803 (2nd Cir 1971)  
                                 *Trachtman v. Anker*, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435  
                                 U.S. 925 (1978)  
                                 *Hazelwood School District v. Ruhlmeir*, 484 U.S. 260, 108 S Ct 562  
                                 (1988)  
                                 *Bethel School District v. Fraser*, 478 US 675 (1986)  
                                 *Tinker v. Des Moines Independent Community Dist.*, 393 US 503, (1969)

Policy adopted:

cps 1/19

# Cell Phone Policy

Survey Findings



## Survey Participation

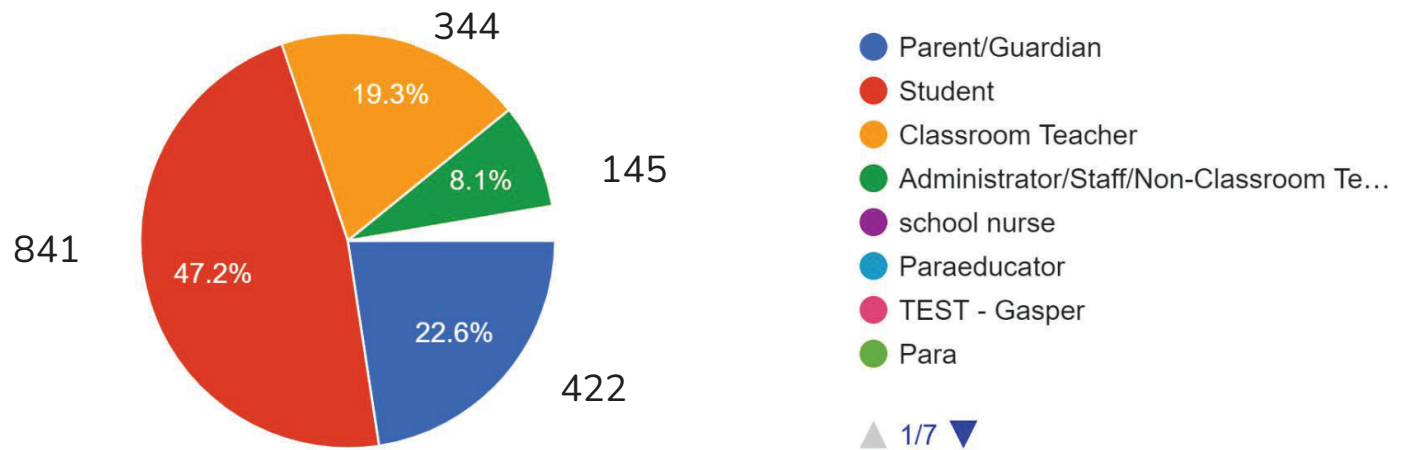
- Last Week of School
- 4th - 12th Grade Students
- All Schools
- Parents
- Staff Members



# Survey Participation Results

Which of the following are you?

1,780 responses



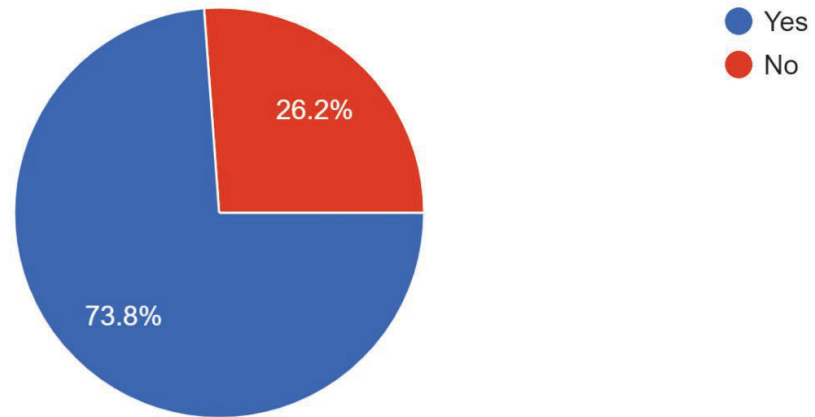




## Parent/Guardian Results

Does your child have a cell phone?

401 responses

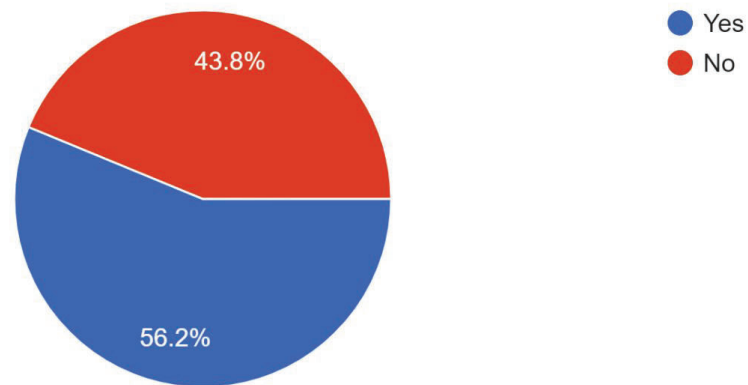




## Parent/Guardian Results

Does your child have an internet-enabled device, which does not make phone calls but can access the internet over wifi?

402 responses

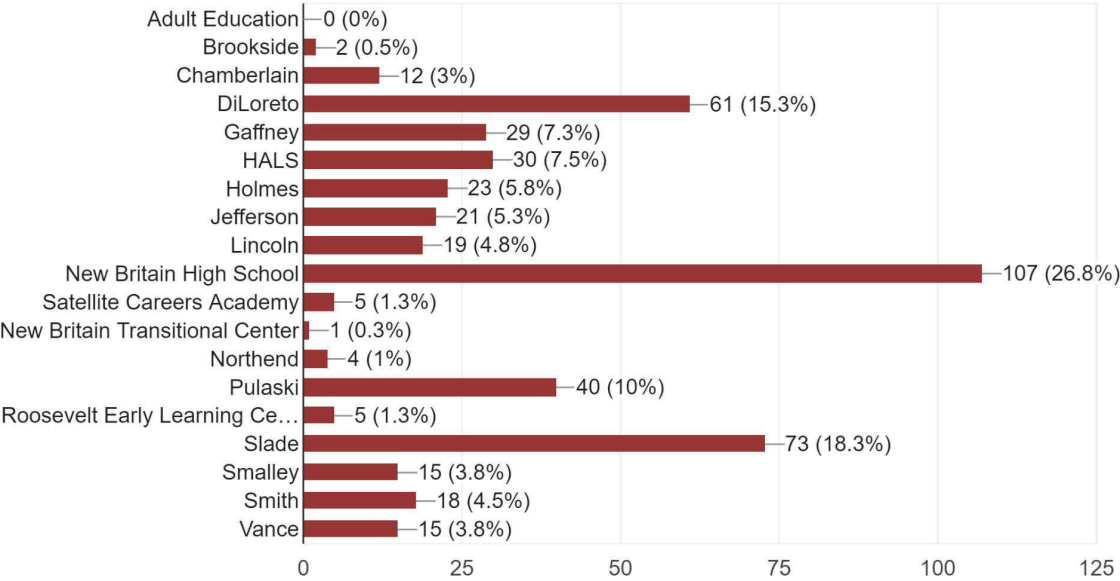




# Parent/Guardian Results

What school(s) does your child(ren) attend?

399 responses

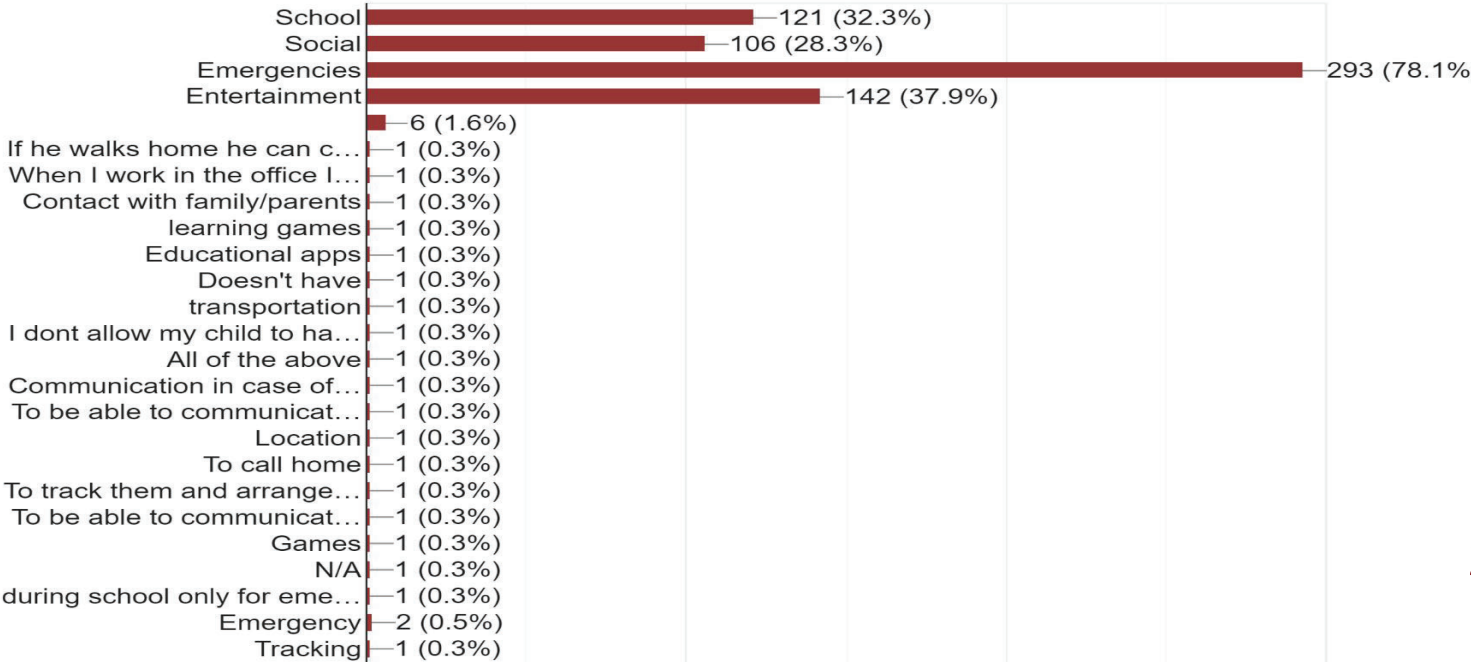




# Parent/Guardian Results

If your child has his or her own device, what is the intended purpose?

375 responses

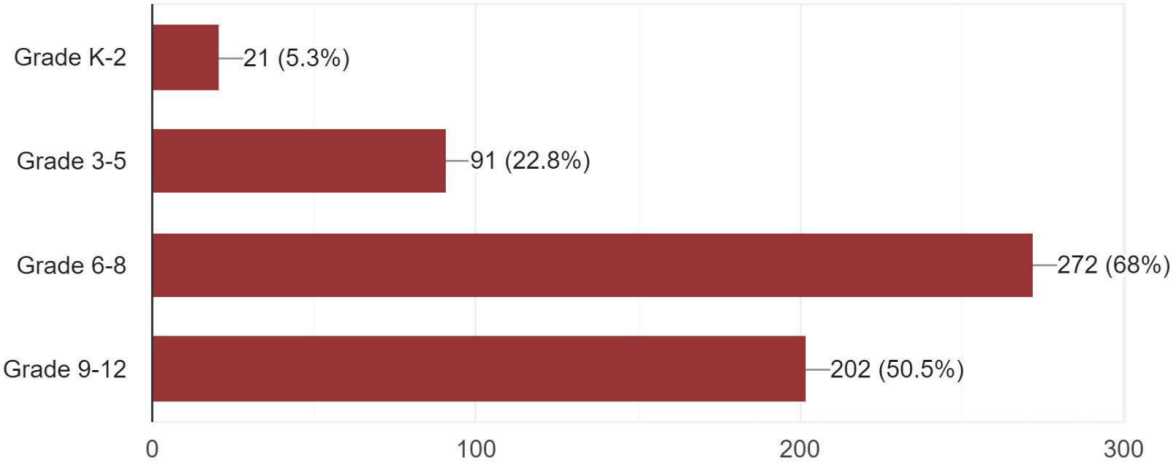




# Parent/Guardian Results

What do you believe is the appropriate grade level, as a general rule, for a student to begin carrying a personal cell phone? Please check all that apply.

400 responses



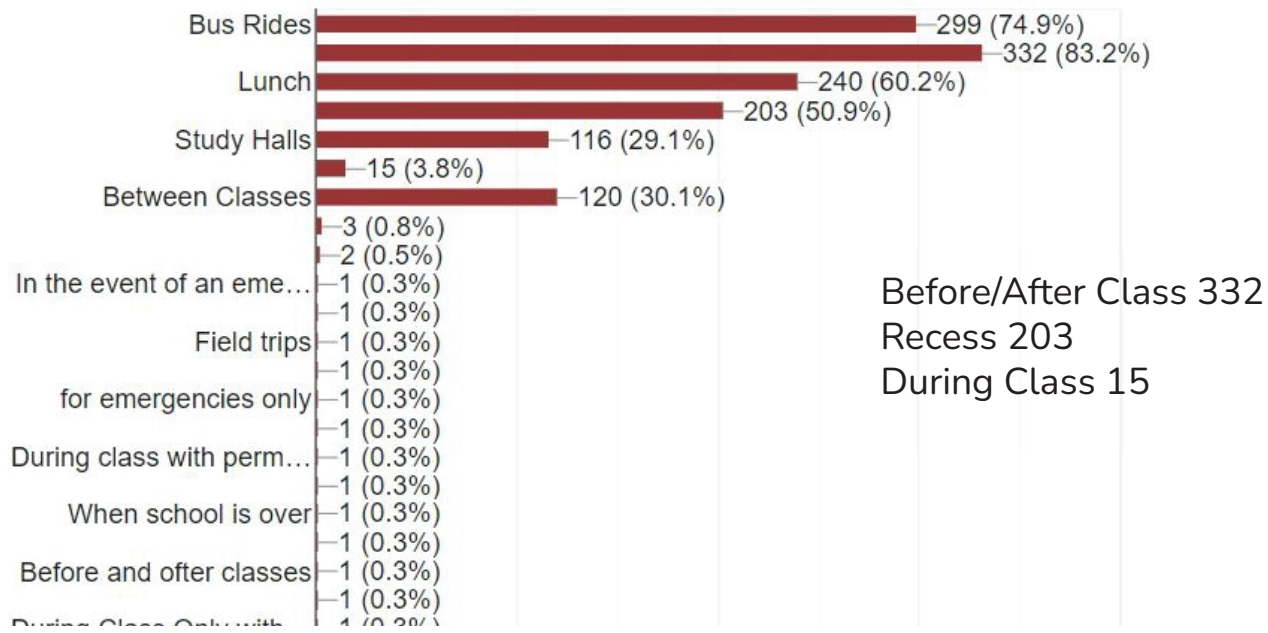


# Parent/Guardian Results

At what times during the day should students be allowed to use cell phones and other personal devices?



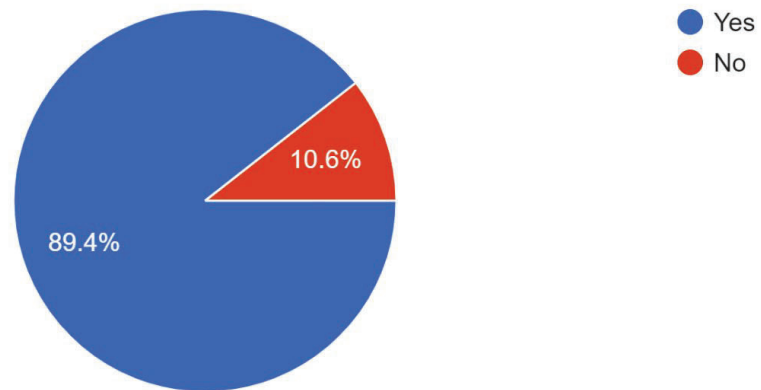
399 responses



# Student Results

Do you have a cell phone?

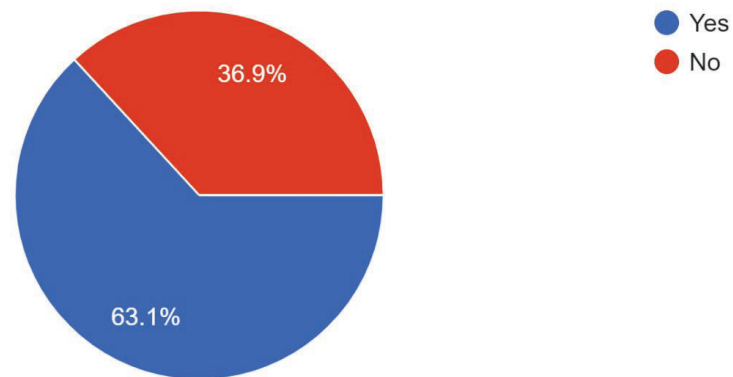
833 responses



## Student Results

Do you have an internet-enabled device, which does not make phone calls but can access the internet over wifi?

841 responses

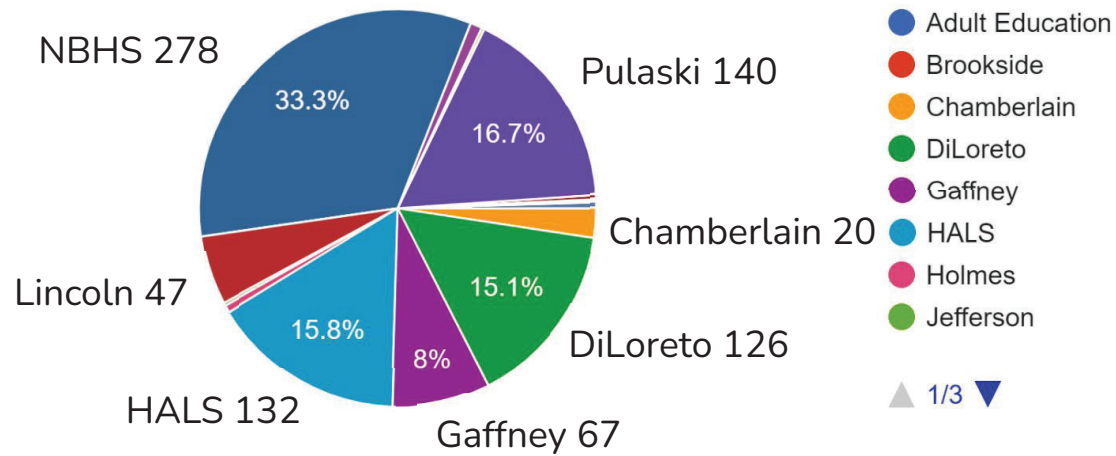




# Student Results

What school do you attend?

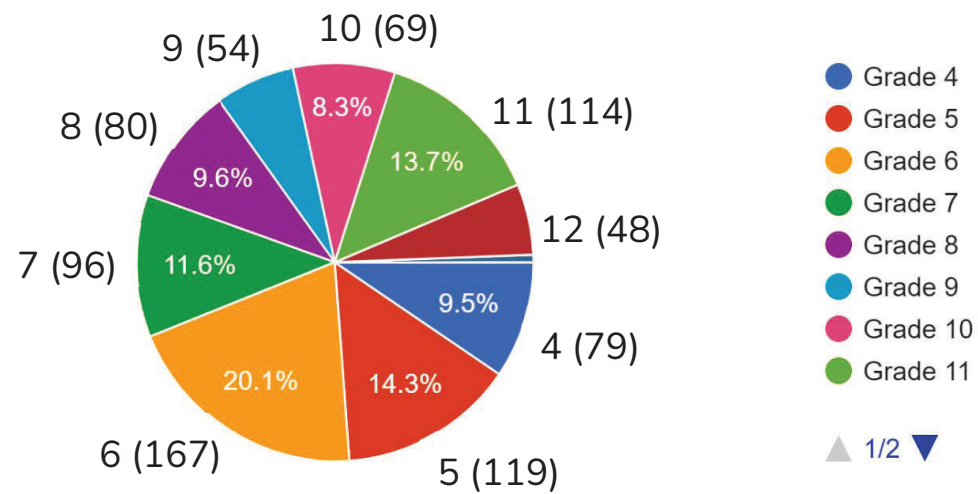
836 responses



# Student Results

What grade are you in?

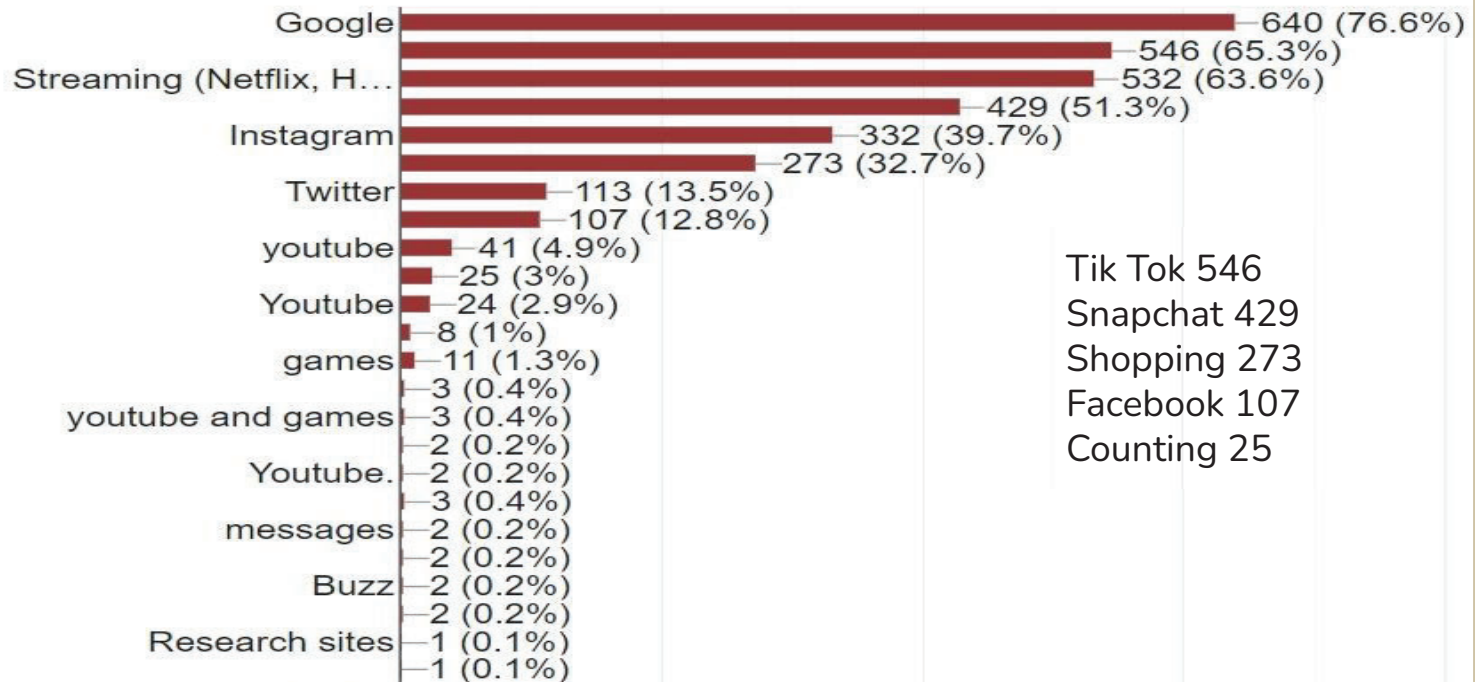
831 responses



# Student Results

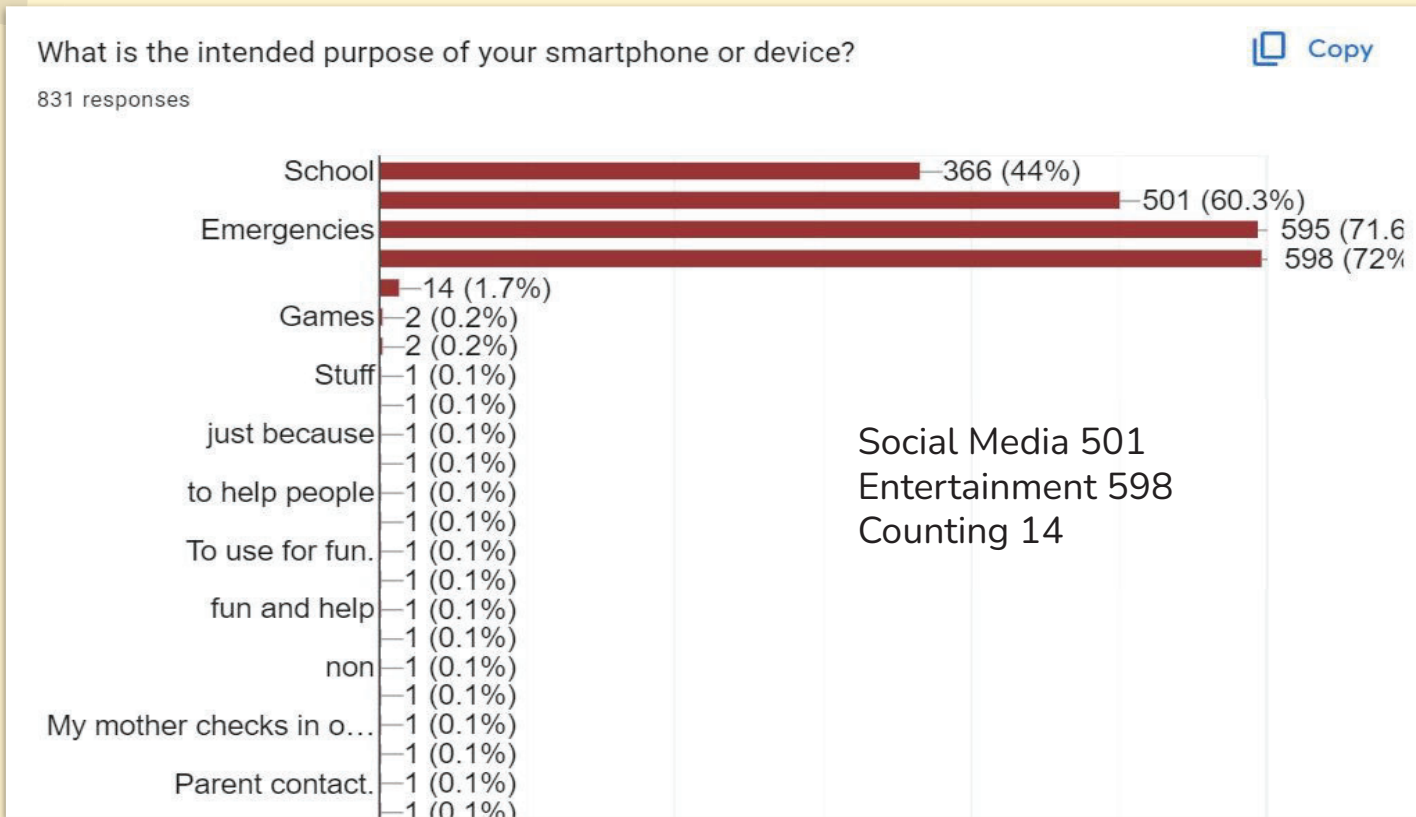
What internet websites and services do you primarily access?

836 responses



Tik Tok 546  
 Snapchat 429  
 Shopping 273  
 Facebook 107  
 Counting 25

# Student Results

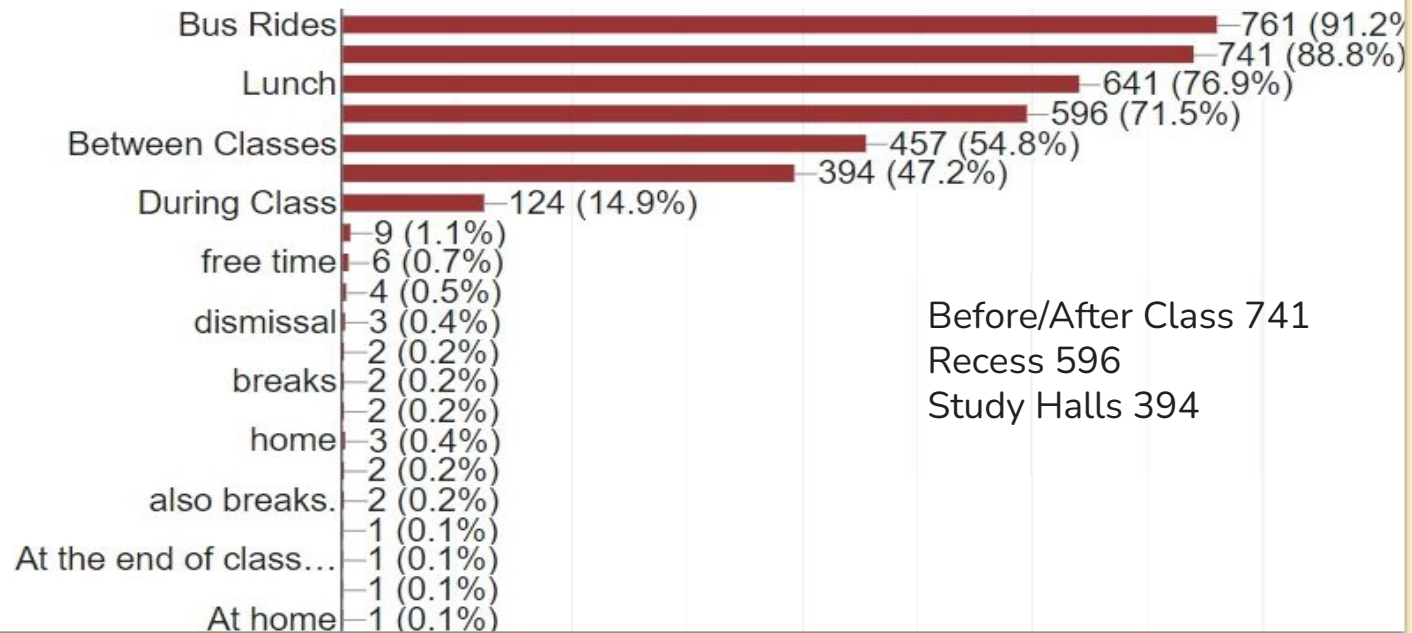


# Student Results

At what times during the day should students be allowed to use cell phones and other personal devices?

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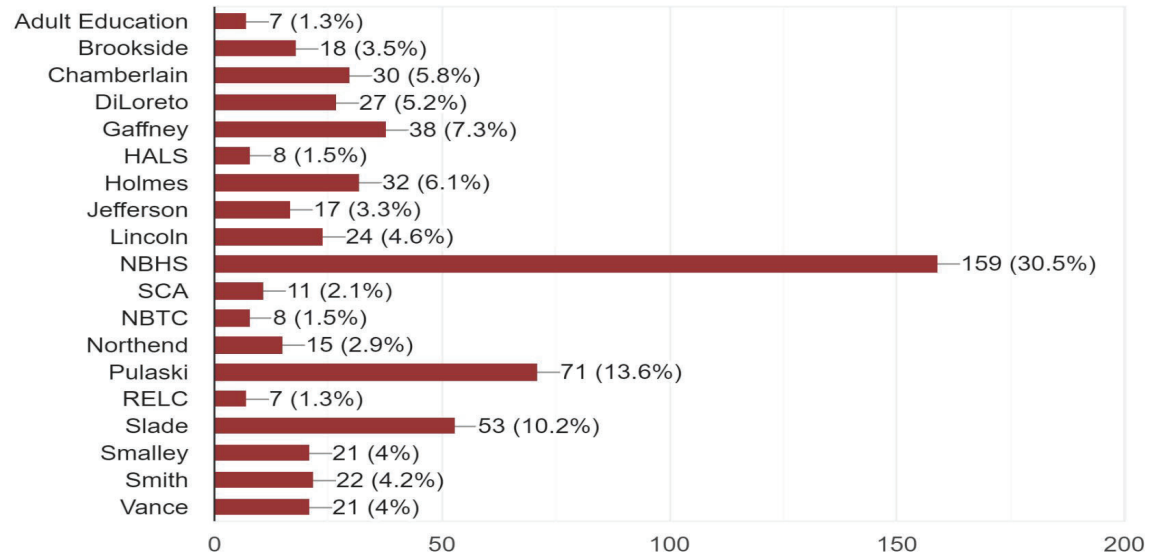
834 responses



# Staff Results

What school do you work at?

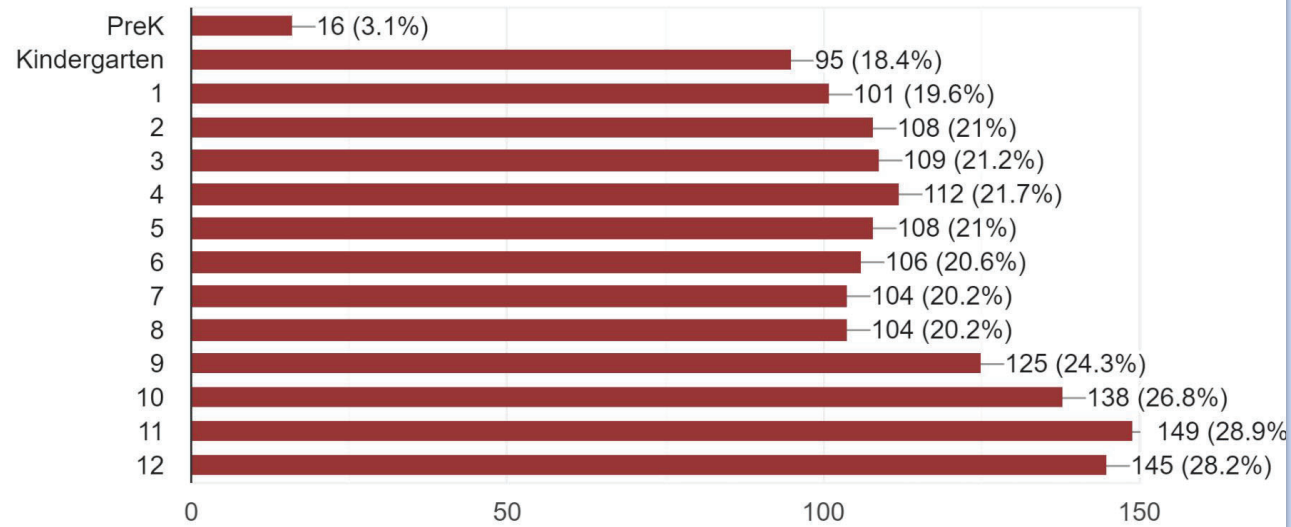
521 responses



# Staff Results

Please identify the grade(s) you work with.

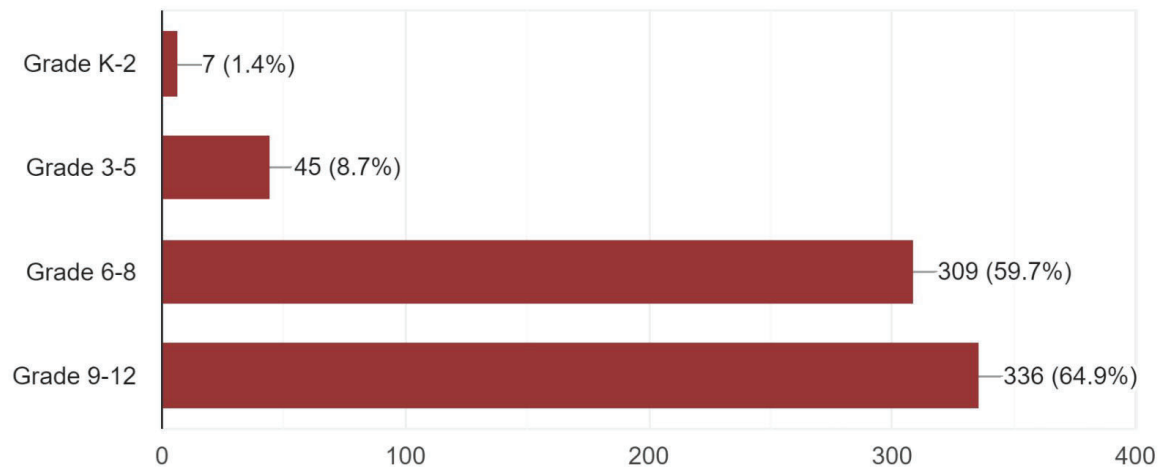
515 responses



# Staff Results

What do you believe is the appropriate grade level, as a general rule, for a student to begin carrying a personal cell phone? Please check all that apply.

518 responses

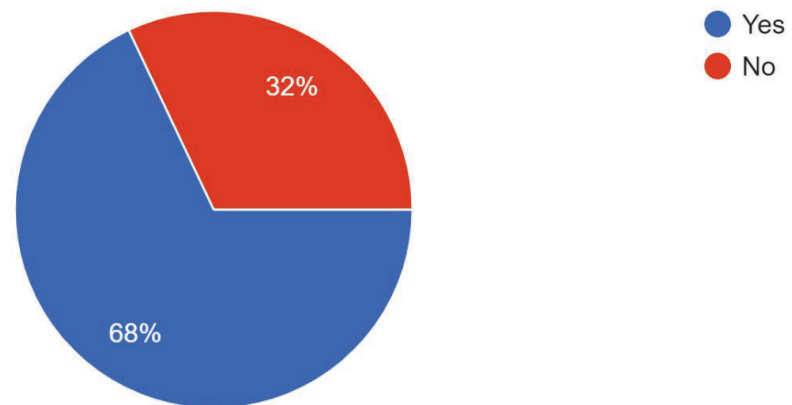




## Staff Results

Have you assigned students work that requires internet access?

515 responses

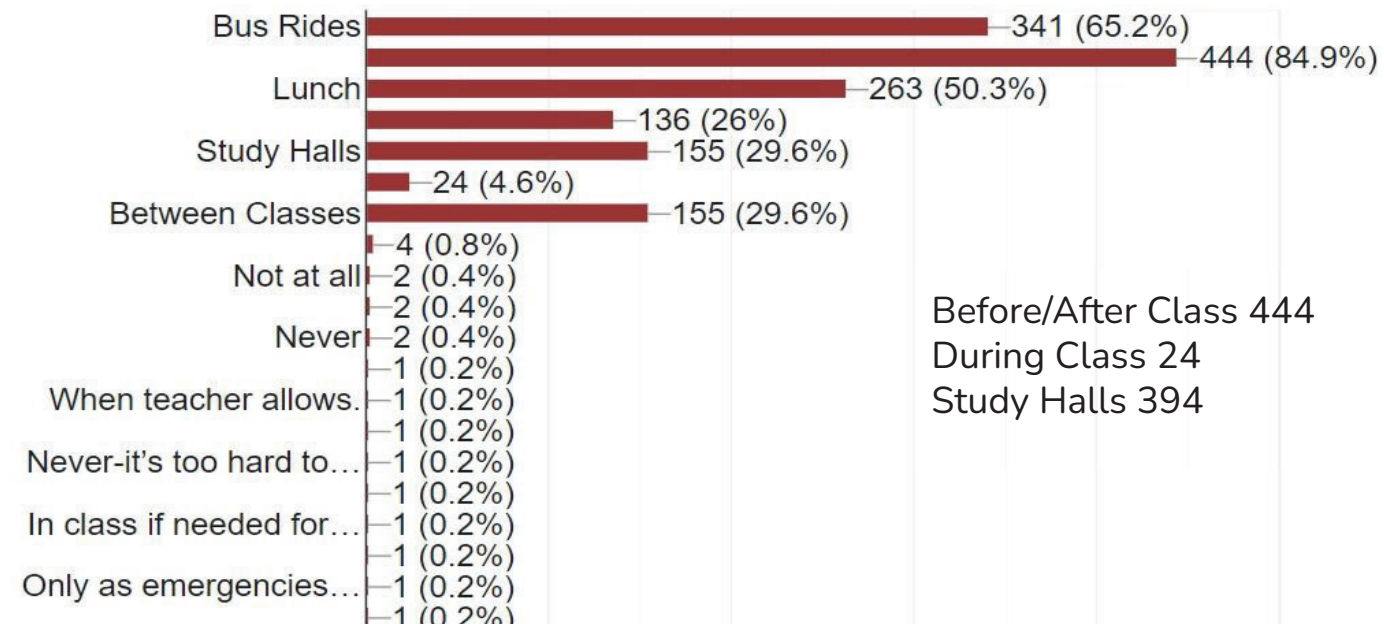


# Staff Results

At what times during the day should students be allowed to use cell phones and other personal devices?



523 responses



# Survey Findings

## Open Ended Responses Tell Us...

- **Teachers** say that while most of them assign work that require internet access, very few allow students to use phones and most feel they are not needed because students either have access or should have access to computers during instruction.
- **Students** say that phones should not be allowed during class because they could be distracting.
- **Parents** say that students should have phones but should be limited to accessing them during appropriate times.

# Survey Findings

Open Ended Responses Tell Us...

- **Teachers** say that cell phones pose a huge distraction for students. This includes viewing and listening to inappropriate content as well as texting during instruction.
- **Students** say phones should only be used for class assignments, during free time, or for emergencies.
- **Parents** say teachers should take them at the beginning of class and give them back at the end.

# Survey Findings

## Open Ended Responses Tell Us...

- **Teachers** say a district-wide policy is needed and different rules for specific grade levels would help.
- **Students** say cell phones are beneficial for class assignments that require you to take notes, or look up information. Chromebooks are not always available and sometimes different sites are blocked on your laptop.
- **Parents** say cell phones should only be accessible for emergencies. They should not be out during instruction.

# Cell Phone Policy

## Recommendations

- Cell phones allowed during social activity opportunities
  - Bus, Recess, Before/After School, etc
- Schools have the right to exercise specific rules/strategies that limit or restrict phone use.
  - Examples: Yonder pouches, caddy collection, specified areas, during instruction
- Each school includes their policy in their school handbook, posted on their website, communicated to stakeholders before school begins.

# Cell Phone Policy

## Recommendations

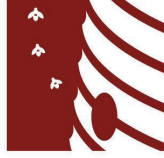
- School policies include steps that allow for progressive discipline when enforcing rules.
  - Examples: 1. Provide warnings before taking phones away. 2. Give the phone back at the end of the day before keeping until a parent picks it up.
- Schools will also exercise unique and innovative ways to utilize phones in schools when necessary.
  - Examples: 1. Complete surveys and respond to polls. 2. Take pictures and upload for class assignments. 3. Utilize as hall passes or identification.

# Cell Phone Policy

CABE - CT Association of Boards of Education

- Provided 10 examples of policies.
- We chose the top 4 that we thought fit the needs of our district (staff, students, and parent feedback).
- Held a meeting with administrators from all grade levels to review the data and the CABE policies.





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Tony Gasper () for approval at the Regular Board Meeting on October 2, 2023.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Tony Gasper

#### Type of Memorandum

Board Policy Review

#### Background and Purpose/Rationale

None existing

The Board does not currently have a policy governing visitations to schools. Attached recommended policies and regulations are taken from CAFE core policy manual and exemplars from other Connecticut school districts.

Policy is currently absent

#### Financial Information

The total is and the funding source is .

#### Committee Review

To be reviewed by the Policy Committee on September 18, 2023

[Proposed Visitor Policies - Anthony Gasper.pdf](#)



August 28, 2023.

Members of the Board of Education and Curriculum Subcommittee:

In an effort to expeditiously begin to address findings in our recent school security audit, I recommend the Committee and Board consider adding the following policies to its manual.

In partnership,

Tony Gasper, Ed.D.  
Superintendent of Schools  
Consolidated School District of New Britain

## Recommended New Policies for Board of Education:

**1250 (NEW)**

### **Community Relations**

#### **Visits to the Schools**

The Board of Education and staff of the school district are cognizant of the role of schools as community resources while also being mindful of the need for security and safety. To that end, the Board of Education welcomes visitors to our schools who offer a bona fide and legitimate enhancement to the educational experience of the students. Visits that are social in nature are not permitted. Town residents with informational questions or concerns about the schools should first inquire with the school principal or superintendent to gain the information they desire.

The Board of Education, and staff of the school district, welcome and encourage parents or guardians, members of the community, and other interested persons to visit the schools when such visit offers a bona fide and legitimate enhancement to the educational experience of a student or students.

In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive approval from the school Principal or his/her designee before being permitted to enter any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with policy.

Visits for the purpose of classroom observations shall be permitted only with the Principal's and teacher's approval.

The Principal or his/her designee shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purposes of committing an illegal act or an act which violates Board policies or administrative regulations.

The Board reserves the right to request photo identification from any visitor and to query national criminal databases for anyone wishing to visit any school. Any person who is listed in a public sex offender registry may be prohibited from entering schools, have their access to the school curtailed, and/or be escorted by school staff during the entirety of their visit.

### **Trespassing**

Unauthorized presence on school property will constitute trespassing. Unauthorized persons may be requested to leave the premises by the principal, teacher, custodian, a member of the administrative staff, or a member of the New Britain Police Department, or any duly recognized law enforcement officer.

Persons failing to comply with any of the above policy will be considered to be trespassing and in violation of the rules and policies of the Board of Education and shall be liable for prosecution in conformity with state law.

The Superintendent of Schools shall establish regulations that:

- Regulate school visitations.
- Ensure that public visits will not hinder the educational program or compromise school safety
- Require all visitors to register in the security desk or Principal's office upon arrival at the school.
- Indicates young children that are not yet of school age are discouraged from being brought to school.



**Regulation 1250 (NEW)**

**Community Relations**

**Visits to the Schools, Visitor Protocols**

**Definition**

**For the purposes of this administrative regulation a visitor shall be defined as any person entering a school facility during normal school hours other than:**

- A student who attends that facility
- A member of that school's staff and faculty
- Central Office Employees with assigned duties at the school facility
- Multi-site Employees with assigned duties at the school facility
- Maintenance Department Employees
- Uniformed Police or Fire Department personnel in performance of their assigned duties

**All visitors shall:**

1. Arrive at the school building main entrance, press A-phone, and advise staff as to the purpose of their visit
2. Enter the building through the main (or designated) entrance door after being granted access by staff
3. Immediately report to the security welcome desk or main office front desk
4. Present photo identification to staff, which may be scanned into the Visitor Management System or recorded in the visitor log.
5. Be issued a printed Visitor ID Badge, which may include their photograph, date of visit, and location of visit within the school building
6. Ensure that the Visitor ID badge is clearly visible at all times during the visit
7. Report back to the security welcome desk or main office upon the conclusion of their visit
8. Return Visitor ID Badge to staff, who will remove their name from the Visitor Management System/visitor log.
9. Promptly exit the school building through the main/designated egress doors

The Principal or designee may refuse to register an outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students or employees; would result in damage to property; or would result in the distribution of a controlled substance. The Principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

**Visitors entering the building at locations other than the designated visitors' entrance shall be:**

- Questioned by staff, who will immediately summon security personnel
- Delay at the area of contact until arrival of security personnel or school administration
- Escorted by the security personnel or staff member to the welcome desk, main office, or outside the building if warranted
- Requested to provide photo identification and reason for visit
- Processed as a visitor as described above

**Visitors who refuse to identify themselves shall be considered trespassers. Staff shall:**

1. Immediately summon a school administrator (or designee), CSO, or SRO (if applicable)
2. The administrator (or designee) upon evaluation of the situation may:
  - Contact the Police Department
  - Direct the individual(s) to leave the building immediately with an escort from security personnel or staff
  - Consider implementing District emergency response procedures as necessary

**Special Exceptions to the above:**

**Special Events (Plays, Concerts, Award Ceremonies, etc.)**

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, gym, media center etc.). Appropriate staff shall be assigned to direct visitor(s) to the event location.

**Deliveries**

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

**Operations**

Maintenance Department Employees shall notify the school administration of their presence within the school facility.

**Other Board of Education employees without assigned duties at the school facility shall:**



1. Enter building at a location identified and approved by the school administration
2. Ensure the district-issued photo ID badge is clearly displayed on their person
3. Report to the security welcome desk located in the building main lobby and/or the school's main office
4. Provide their district-issued photo ID badge and name to security personnel or staff
5. Check out of the building at the security welcome desk/main office at the conclusion of their visit

## **Community Relations**

### **Visiting, Loitering or Causing a Disturbance at the Workplace**

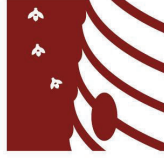
The Board of Education, fully aware of its responsibility to ensure proper use of school facilities and grounds and to safeguard against any abuse of school property, fully endorses and complies with Connecticut state statutes concerning loitering in or about school grounds.

All visitors must register at the security desk or in the office of the school Principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

During scheduled work hours, employees may not bring any relatives or visitors into the workplace (classroom, school, or campus) without prior written approval from the Superintendent of Schools.

Therefore, it shall be the policy of the Board of Education that no use of school grounds or facilities will be permitted except for those activities approved by the Board of Education.

Legal Reference: Connecticut General Statutes 53a-185 Loitering in or about school grounds; Class C misdemeanor.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Tony Gasper () for approval at the Regular Board Meeting on October 2, 2023.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Tony Gasper

#### Type of Memorandum

Board Policy Review

#### Background and Purpose/Rationale

5141.40

For Policy Committee information and input: Revised administrative regulations to reflect updated information dissemination and indicators of neglect.  
Important updates to administrative regulations.

#### Financial Information

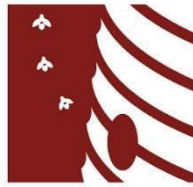
The total is and the funding source is .

#### Committee Review

To be reviewed by the Policy Committee on September 18, 2023

[Admin Regs 5141.40-Suspected-Abuse-Neglect-Students - Anthony Gasper.pdf](#)





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Policy Statement

#### 5141.40 - Suspected Abuse/Neglect of Students

Approved on October 7, 2002

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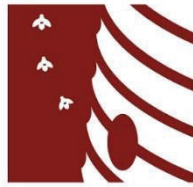
It is the public policy of the State of Connecticut to protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children where necessary; and for these purposes to require the reporting of suspected child I. abuse, investigation of such reports by a social agency/local police, and the provision of services, where needed, to such child and family.

In order to assure that the above policy of the State of Connecticut is fully implemented, the Consolidated School District of the City of New Britain does hereby establish the following policies with respect to suspected abuse and neglect of students:

- A. All personnel of the Consolidated School District shall fully comply with all the requirements of the General Statutes and with regulations promulgated by the Commissioner of Children and Families and/or the Commissioner of Education with respect to the reporting of suspected abuse or neglect of a child in accordance with the administrative procedures of the Consolidated School District.
- B. All personnel of the Consolidated School District shall fully comply with all the requirements of the General Statutes and Regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting of suspected abuse or neglect of mentally retarded students between the ages of 18 and 21 in accordance with the administrative procedures of the Consolidated School District.
- C. All personnel shall cooperate fully with the investigation of suspected abuse and/or neglect by the Department of Children and Families (DCF) and by the local police, by the Office of Protection and Advocacy for persons with disabilities, and with all court proceedings involving suspected abuse and/or neglect.
- D. Such mandated reporting requirements of the general statutes and regulations and the administrative procedures regarding reporting shall be reviewed with all professional personnel and paraprofessionals at periodic intervals not less frequently than once each school year.

- E. Any student suspected of having been abused or neglected and who is in need of medical attention shall be provided such medical attention to the same extent it would be provided to any other child in need of medical attention.
  
- F. All personnel of the Consolidated School District shall treat all cases of suspected abuse or neglect with the highest degree of confidentiality and with full consideration of the privacy of the student concerned.

The purpose of this Board Policy is to inform all employees in the school system of the statutory requirements to report suspected child physical abuse, sexual abuse, or neglect, and to inform such employees of their immunity from civil liability or criminal penalty for reporting.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Administrative Procedure

#### 5141.40 - Suspected Abuse/Neglect of Students

Approved on October 7, 2002

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#### I. Legal Requirements

##### A. Mandated Reporting

Connecticut laws require professionals and paraprofessionals to report suspected child abuse/neglect, when in the ordinary course of business, they have cause to suspect or believe that a child has been abused or neglected or when a child is in imminent danger of serious harm. In the Consolidated School District of New Britain this includes physicians, registered nurses, licensed practical nurses, teachers and substitute teachers, principals, guidance counselors, paraprofessionals, school psychologists, school social workers, speech clinicians, mental health professionals and coaches of intramural or interscholastic athletics who have reason to believe that a child (a) has been subjected to physical or sexual abuse, or neglect, or (b) is in imminent danger of serious harm. These individuals shall immediately report to the Department of Children and Families (DCF) (1-800-842-2288) or to the local police (826-3091). When an individual reports orally to the police, a written report to DCF must be completed within 48 hours of contacting the police.

Where school personnel are unsure whether abuse or neglect has taken place, the situation should be discussed with the Department of Children and Families Child Protection CARELINE personnel (1-800-842-2288).

##### B. Sanctions for Failure to Report

Employees who are mandated reporters and who fail to comply with their reporting obligations may be subject to disciplinary action up to and including termination of employment. In addition, Connecticut law provides that:

Any mandated reporter required to make a report who willfully fails to do so:

- May be civilly liable for the damages caused by such failure.
- Shall be fined between five hundred and twenty-five hundred dollars (\$500 - \$2,500).
- Will be required to participate in an educational and training program.

## II. Definitions

- **Mandated Reporter:** For purposes of this policy, the following employees of the Board of Education are mandated reporters: Any educator, physician, registered nurse, licensed practical nurse, dentist, dental hygienist, physician assistant, psychologist, teacher, principal, guidance counselor, paraprofessional, social worker, school psychologist, speech clinician, mental health professional, or coach of intramural or interscholastic athletics
- **Child** means any person under the age of eighteen (18) years. Persons eighteen (18) years of age or older who are believed to lack the capacity to care for their daily needs are protected through the Office of Protection/Advocacy for Persons with Disabilities (1-800-842-7303).
- **Abused** means that a child (a) has had physical injury or injuries inflicted upon him other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.
- **Sexual Abuse** means any act or acts involving sexual molestation or exploitation, including but is not limited to incest, rape, or sexual offense in any degree, sodomy, or unnatural or perverted sexual practices, on a child by any parent or by any other person who has the permanent or temporary care or custody or responsibility for supervision of a minor child or by a person given access to such child by such responsible person. Sexual abuse would also include, but is not limited to, contact or conduct with a child for the purpose of sexual gratification and may range from sexual advances, kissing, or fondling, to sexual crime in any degree; rape, sodomy, prostitution, or allowing, permitting, encouraging, or engaging in the obscene or pornographic display, photographing, filming or depiction of a child as prohibited by law.
- **Neglected** means that a child (a) has been abandoned or (b) is being denied proper care and attention, physically, educationally, emotionally or morally or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being.

## III. Immunity

Any persons, officials, or institutions that in good faith make a report, have immunity from any liability, civil or criminal, that might be a result of such actions provided that such persons did not themselves perpetrate or cause such abuse or neglect. All persons, officials, or institutions who are required to report suspected child abuse or neglect are presumed to have done so in good faith as long as they were acting in the discharge of their official duties and within the scope of their employment and so long as their actions did not result from willful misconduct or gross negligence. The New Britain Board of Education shall not discharge, or in any manner discriminate or retaliate against any employee who in good faith makes a report pursuant to Connecticut General Statutes, testifies or is about to testify in any proceeding involving child abuse or neglect.

Any person who knowingly makes a false report of child abuse or neglect shall be fined not more than two thousand dollars (\$2,000) or imprisoned not more than one year or both.

## IV. Possible Perpetrator

Any parent, legal guardian, or person who has the permanent or temporary care or custody or responsibility for the supervision of a child, or any person who has been given access to such child by the responsible person, or a school teacher/employee during the school day, may also be deemed abusers under the statute.

When a school employee is suspected of child physical or sexual abuse or neglect, action must be taken by any mandated reporter to report such suspicion immediately to the DCF Child Protection CARELINE (1-800-842-2288) or to the local police (826-3092) and to make an oral and a written report to the Superintendent of Schools. The Superintendent or designee will notify the State Commissioner of Education and the appropriate law enforcement agency, orally and in writing as prescribed by law.

## **V. Reporting Procedures**

### **A. Oral Report**

Any employee of the New Britain School System who suspects that a child has been subjected to physical or sexual abuse or neglect, or is in imminent danger of serious harm, shall make an oral report to DCF Child Protection CARELINE (1-800-842-2288) or to the appropriate law enforcement agency (826-3092) and to the building principal. The employee should call DCF first; if he/she is unable to make contact with DCF, he/she should then contact the local police (826-3091). The responsibility of an employee of the local school system to report suspected cases of child abuse or neglect is mandatory. The oral report must be made immediately (within 12 hours) notwithstanding any provision of law, including any law on privileged communications. In addition to making an oral report, the school employee shall also inform the local school principal, the Director of Pupil Services, and the DCF Child Protection - CARELINE in writing (Form 136 Report of Suspected Child Abuse/Neglect) that a case of suspected child abuse, neglect, or imminent danger of serious harm has been reported to DCF or the local police. It is the obligation of the principal to ensure that such cases brought to his/her attention by any school employee are duly reported by the employee if this has not already been done.

Note: To expedite investigations by DCF, the following additional steps are recommended: The employee should call the CARELINE as early as possible during the school day; immediately after calling the CARELINE, call the DCF Supervisor of Investigations for New Britain (Tel: 418-8156). The employee should notify the supervisor's office that a report has been made to central intake and furnish the child's name, nature of referral, parent(s) name, school name and address, and the school contact person and phone number. The investigation's supervisor will tell the employee whether or not the child needs to remain in school for the investigation.

### **B. Written Report**

- The New Britain Board of Education requires that every oral report be followed by a written report. The person making the oral report to state or local police is also responsible for submitting the written report (Form 136 Report of Suspected Child Abuse/Neglect). The written report must follow the oral report and be made within forty-eight (48) hours of the oral report. Such report is to be mailed to:

Original to: DCF Child Protection-CARELINE, P.O. Box 882, Middletown, CT 06457  
Copies to: DCF Program Supervisor of Investigation, 250 Hamilton Street, Hartford, CT 06106  
Director of Pupil Services  
Building Principal

- The following information, if known, is required when filing a report of suspected child abuse or neglect. This information is included on Form 136 Report of Suspected Child Abuse/Neglect.

- The names and addresses of the child and his/her parents or other legally responsible person providing care;
- The child's age;
- The child's gender;
- The nature and extent of the child's injuries, maltreatment or neglect;
- The approximate date and time the injury, injuries, or neglect occurred;
- Information concerning any previous injuries, abuse or neglect to the child or his/her siblings;
- The circumstances in which the injury or neglect came to be known by the reporter;
- The name/relationship of the person or persons responsible for causing the injury, abuse, or neglect;
- Actions taken, if any, to treat, provide shelter or otherwise to assist the child.
- Any additional information that may be helpful.

Note: The lack of complete information does not prohibit a person from making a report.

- Access to written reports of suspected child abuse/neglect and related information shall be limited to persons who have a true need-to-know and shall not violate the confidentiality requirements of federal or state law or local policy. The school system shall maintain copies of reports of suspected child abuse or neglect in a locked and secure file cabinet with restricted access. A copy of every written report must be distributed internally to the Director of Pupil Services and to the building principal. This report should not be filed in the student's cumulative folder or in the PPT folder.

### **C. Confidentiality of Reporter**

Department of Children and Families regulations require that the identity of the person reporting a case of suspected child abuse and/or neglect shall not be revealed unless consent is provided. DCF staff must protect the identity of the reporter unless a criminal investigation is also conducted as a result of the report or as required by court order to reveal the identity of the reporter. Educators are encouraged to share information about the reported family, but DCF staff may not identify any reporting source to a reported family unless the educator has given consent to DCF to reveal his/her identity or unless the case goes to court.

### **VI. Confidentiality of Records**

All records and reports concerning DCF investigations of suspected child abuse and/or neglect and their outcome are protected by the Federal Educational Rights and Privacy Act of 1974 (FERPA) and Connecticut General Statutes. Unauthorized disclosure of such records is a criminal offense subject to fines or imprisonment or both. By law, information contained in reports or records concerning child abuse and/or neglect may be disclosed only:

- Under a court order
- To personnel of DCF, law enforcement, and members of multidisciplinary case consultation teams who are assisting in the investigation, evaluation, or treatment of a report of known or suspected child abuse or neglect or who are providing treatment services to a child or family that is the subject of the report
- To DCF officials responsible for the administration of the child protective service program as necessary to carry out their official functions
- To a person who is the alleged perpetrator of suspected child abuse/neglect if that person is responsible for the child's welfare and provisions are made for the protection of the identity of the reporter or any other person whose life or safety is likely to be endangered by disclosing the information
- To a licensed practitioner who, or an agency, institution or program which, is providing treatment services to a child who is the subject of a report of child abuse or neglect
- To a parent or other person who has permanent or temporary care and custody of a child, if provisions are made for the protection of the identity of the reporter to be endangered by disclosing the information
- Other individuals involved in the investigation/treatment of a child as provided for by Connecticut Statutes.

## **VII. Investigative Procedure**

### **A. Responsibility for Investigation**

Validation of suspected child abuse/neglect allegations is the responsibility of DCF and/or the police when the alleged perpetrator is not a school employee. In such cases, school personnel shall not attempt to conduct any internal investigation or any independent review of the facts.

In cases where the alleged perpetrator is a school employee, the mandated reporter will immediately notify DCF, which will commence an investigation in conjunction with local police, if required by law. The mandated reporter must also notify the Superintendent. The Superintendent/designee or the Board of Education may authorize other individuals/agencies to conduct an internal investigation of the allegations but the lead investigative agency will be DCF or local police.

An employee may briefly question a child to determine if there is reason to believe that the child's caretaker and/or household member has committed the suspected child abuse/neglect, (e.g., What happened to you? Where did this happen? How did this happen?). However, in no case should the child be subjected to undue pressure in order to validate the suspicion of abuse and/or neglect. Any doubt about reporting a suspected situation is to be resolved in favor of protecting the child and the report made immediately.

### **B. Third Party Presence During Investigative Questioning**

In the event that a child is to be questioned during the school day on school premises in an investigation of either child abuse or neglect, it is the responsibility of DCF to obtain the consent of the parents or guardians except when DCF has reason to believe that such parent or guardian is the alleged abuser. In such circumstances, whether the child is the alleged victim or a non-victim witness, DCF or the police shall determine after consultation with the principal or designee whether a disinterested adult shall be present during the questioning of a pupil. The disinterested adult should be selected on a case basis for the purpose of providing support and comfort to the student who will be questioned. When the parent or guardian is the alleged perpetrator, the statutes require having a disinterested adult present during questioning, except in circumstances when a disinterested adult is not available and DCF determines that immediate access is necessary to protect the child.

DCF and the police shall attempt to give advance notification to school authorities of the need to interview children on school property during school hours. School authorities are required to cooperate with DCF personnel and the police in the investigation of reports of suspected child abuse/neglect of children within the school system. This can include the calling of a multidisciplinary/ student assistance team meeting to share information and concerns to the extent permitted by the confidentiality statute and to coordinate planning for services to the child. Appropriate school personnel are expected to participate in the team meetings in accordance with procedure established by the Consolidated School District of New Britain.

### **C. Parental Notification of Investigation**

DCF is responsible for the decision of whether or not the parents should be informed of the investigative questioning.

In the event that the alleged perpetrator is a school employee, the Superintendent or designee is to notify the parents, legal guardians, or person responsible for the child's care who may have been victimized by the alleged perpetrator that such an allegation is being investigated by DCF with police or school assistance as required.

### **VIII. Emergency Medical Treatment**

In the event that a child is in need of emergency medical treatment as a result of suspected abuse or neglect, the school principal, in collaboration with the school nurse or other health professional when available, shall arrange for the child to be taken immediately to the nearest hospital. DCF and the parent or guardian should be notified that the child is to be transported to the hospital when feasible; in cases where the emergency conditions prevent such notification, DCF and the parent or guardian should be notified as soon thereafter as possible. In all other instances, it is the role of DCF and/or police officer to seek medical treatment for the child.

The transport or arrangement for transportation by public school personnel for a child to a hospital or other similar health care facility in an emergency situation that may be a result of abuse or neglect should be provided to the same extent as it would be provided to any other child in need of emergency service. The responsibility of costs for such transportation and hospital costs would be the same as it is for other children in need of emergency services.

If a school nurse or school medical adviser is not readily available and the rendering of emergency first aid is necessary, other public school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, or the Department of Health Services may render such emergency first aid to a child. A person providing such aid shall not be liable for civil damages for any personal injuries, which



result from acts or omissions by such person in rendering the emergency first aid, which constitutes ordinary negligence. The immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

**Removal of Clothing:** Public school personnel, except for a school nurse or a school medical adviser, may not remove or insist that a child remove clothing to confirm suspected abuse or neglect, except in those circumstances where immediate action is required or in the case of apparent need for emergency medical treatment as defined above. A school medical adviser or school nurse may request that a child remove clothing when the following conditions exist:

- A child has, by word or action, identified a particular injury, the extent of which can only be determined by removing the child's clothing, and
- The examination is necessary to determine whether medical attention is required and not merely to confirm suspected abuse, and
- The request is made in such a manner that the child clearly understands that compliance with the request is optional and that no adverse consequences will result from a refusal to comply.

Any examination of a child which necessitates the removal of clothing performed by a nurse or medical advisor of a New Britain public school shall be made in the presence of the student's parent or another school employee.

#### **IX. Access to Medical Records**

Information contained in school health records needed during the existence of a health and safety emergency may be disclosed without parental consent and without violating the provisions of Federal Educational Rights and Privacy Act (FERPA) of 1974.

Educators are required to provide copies of a child's medical/health records upon request to DCF as needed as part of child abuse/neglect investigation or to provide appropriate services in the best interest of a child who is the subject of a report of child abuse or neglect.

#### **X. Removal of Child from School Premises**

The child may be removed from the school premises by DCF or a police officer only if:

1. DCF has guardianship of the child **or**
2. DCF has a 96-Hour Hold or a Court Order to remove the child. (A copy of the Order should be shown to school personnel if removal is to occur by DCF or police). DCF shall notify the parents of the action to remove the child from school. Usually this notification will occur as part of the social worker's initial family visit, or as part of the contact during the initial family visit or interview.

#### **XI. Information Dissemination**

Information contained in this policy and procedure will be disseminated as follows:

- Administration will provide orientation and training to all new employees on this policy and procedure. All employees will be made aware of their obligations under this policy and procedure each year **as the policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by the law.**

- Administration will annually distribute, electronically to all employees, Board of Education members, and parents and guardians of enrolled students (1) guidelines on identifying and reporting child sexual abuse, starting in the 2023-2024 school year, and (2) information on the Department of Children and Families' sexual abuse and assault awareness and prevention program.
- Administration will post the telephone number of the Department of Children and Families child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each district school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.
- Parents will be advised of the legal responsibility of school district employees mandated by law to report suspected cases of abuse/neglect, or whenever there is reason to believe that a child is in imminent danger of serious harm. A notice (sample attached) will be included in the school handbook that is given to all parents every year.
- The school district will include in its public service announcements information about the obligation of school district employees mandated by law to report suspected cases of child abuse or neglect, or they believe a child is in imminent danger of serious harm.

## **XII. Indicators of Abuse/Neglect**

### Indicators of Physical Abuse

1. Historical
  - Delay in seeking appropriate care after injury
  - No witnesses
  - Inconsistent or changing descriptions of accident by child and/or parent
  - Child's developmental level inconsistent with history
  - History of prior "accidents"
  - Absence of parental concern
  - Child handicapped (physically, mentally, developmentally) or otherwise perceived as 'different' by parent
  - Unexplained school absenteeism
  - History of precipitating crisis
2. Physical
  - Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso
  - Clusters of skin lesions; regular patterns consistent with an implement
  - Shape of lesions inconsistent with accidental bruise
  - Bruises/welts in various stages of healing
  - Burns; pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges
  - Fractures/dislocations inconsistent with history
  - Laceration of mouth, lips, gums or eyes
  - Bald patches on scalp
  - Abdominal swelling or vomiting
  - Adult-size human bite mark(s)
  - Fading cutaneous lesions noted after weekends or absences
  - Rope marks

## Indicators of Physical Abuse (cont.)

### 3. Behavioral

- Wary of physical contact with adults
- Affection inappropriate for age
- Extremes in behavior, aggressiveness/withdrawal
- Expresses fear of parents
- Reports injury by parent
- Reluctance to go home
- Feels responsible (punishment 'deserved')
- Poor self-esteem
- Clothing covers arms and legs even in hot weather

## Indicators of Sexual Abuse

### 1. Historical

- Vague somatic complaints
- Excessive school absence
- Inadequate supervision at home
- History of urinary tract infection or vaginitis
- Complaint of pain; genital, anal or lower back/abdominal
- Complain of genital itching
- Any disclosure of sexual activity, even if contradictory

### 2. Physical

- Discomfort in walking, sitting
- Evidence of trauma or lesions in and around mouth
- Vaginal discharge/vaginitis
- Vaginal or rectal bleeding
- Bruises, swelling or lacerations around genitalia, inner thighs
- Dysuria
- Vulvitis
- Any other signs or symptoms of sexually transmitted disease
- Pregnancy

### 3. Behavioral

- Low self-esteem
- Change in eating patterns
- Unusual new fears
- Regressive behaviors
- Personality changes (hostile/aggressive or extreme compliance)
- Depression
- Decline in school achievement
- Social withdrawal; poor peer relationships
- Indicates sophisticated or unusual sexual knowledge for age
- Seductive behavior, promiscuity or prostitution
- Substance abuse
- Suicide ideation or attempt
- Runaway

## Indicators of Emotional Abuse

### 1. Historical

- Parent ignores/isolates/belittles/rejects/scapegoats child
- Parent's expectations inappropriate to child's development
- Prior episode(s) of physical abuse
- Parent perceives child as 'different'

### 2. Physical

- (Frequently none)
- Failure to thrive
- Speech disorder
- Lag in physical development
- Signs/symptoms of physical abuse

### 3. Behavioral

- Poor self-esteem
- Regressive behavior (sucking, rocking, enuresis)
- Sleep disorders
- Adult behaviors (parenting siblings)
- Antisocial behaviors
- Emotional or cognitive developmental delay
- Extremes in behavior - overly aggressive/complaint
- Depression
- Suicide ideation/attempt

## Indicators of Neglect

### 1. Historical

- High rate of school absenteeism
- Frequent visits to school nurse with nonspecific complaints
- Inadequate supervision, especially for long periods and for dangerous activities
- Child frequently unattended; locked out of house
- Parental inattention to recommended medical care
- No food intake for 24 hours
- Home substandard (no windows, doors, heat); dirty, infested, obvious hazards
- Family member addicted to drugs/alcohol

### 2. Physical

- Hunger, dehydration
- Poor personal hygiene, unkempt, dirty
- Dental caries/poor oral hygiene
- Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day
- Constant fatigue or listlessness
- Unattended physical or health care needs
- Infestations
- Multiple skin lesions/sores from infection

### 3. Behavioral

- Comes to school early, leaves late
- Frequent sleeping in class
- Begging for/stealing food
- Adult behavior/maturity (parenting siblings)
- Delinquent behaviors
- Drug/alcohol use/abuse



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Policy Statement 5145.12 - Student Search and Seizure Approved on November 17, 2014

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#### DRAFT

The Board of Education, while recognizing that students are entitled to the guarantees of the fourth amendment's freedom from unreasonable search and seizures, also recognizes the need for school officials to maintain security and order in schools.

A search of a student's person, personal property or school depositories (lockers, desk, etc.) may be conducted when there is reasonable suspicion to believe that student may be in possession of prohibited items. Those prohibited items as used in this policy statement shall include the following: firearms, knives or other weapons, explosives, poisons, alcoholic beverages, drugs, stolen property, and other materials, which endanger the physical safety of persons or property, or may be in violation of school policy or law.

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.

The scope of the search conducted pursuant to this policy must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

In general, all searches require individualized suspicion. Group, mass or random searches generally lack particularized suspicion and will not be permitted.

Strip searches shall not be conducted by school authorities. All searches by the Principal or his/her designee shall be carried out in the presence of another adult witness.

Use of drug detection dogs and scanners/metal detectors may be used in the manner established by the Superintendent in the attached procedures. This may include general screenings of all students, adults, and visitors who enter a school building.

A metal detector or similar device can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, where feasible.

A school is authorized to conduct general searches of students and their personal effects with a metal detector



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement** **5145.12 - Student Search and Seizure** Approved on November 17, 2014

or similar device before a student can gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the Superintendent or designee. Prior to initiating general searches, the school must:

- Receive written consent and directive from the Superintendent with the need for general searches based upon a pattern or expectation of violence or disruption.
- Provide written notice, if feasible, to students and parents/guardians of the school policy governing general searches, but not of specific times or places where searches will be conducted.

This policy shall be distributed annually to the parents/guardians of each student.

#### **Legal References/Citations**

Fourth Amendment, United States Constitution

Connecticut General Statutes:

Section 10-221, Boards of Education to Prescribe Rules

Section 54-33n, Searches

New Jersey v. T.L.O: 469 U.S. 325 (1985)

DRAFT

## I. Field Trips

The Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the District/school.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, cocurricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

## II. Types of Field Trips

The District recognizes the following types of field trips. All trips are subject to final approval of the building principal, superintendent and Board of Education, if necessary (see Section III - Approval of Field Trips).

### 1. School Sponsored Educational Field Trips

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art groups participating in competition or performance.

### 2. School Sponsored Recreational Field Trips

School groups may plan trips for recreational purposes. They are subject to final approval of the Building Principal, ~~and Board of Education~~ Superintendent, and Board of Education (if deemed necessary in this policy). Participation may be limited to the members of the sponsoring organization. Such trips are offered on a voluntary basis and are designed as a social activity.

### 3. School Sponsored Cultural/Enrichment Field Trips

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal and ~~Board of Education~~ Superintendent, if necessary (see Approval of Field Trips).

### 4. Trips Unrelated to the District

The Board of Education cannot accept responsibility for non-school sponsored trips/tours. Individuals who plan trips/tours that are not school sponsored must alert parents and students that the planned trip is not associated with the Consolidated School District of New Britain. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. No school materials may be used for letters to parents, directions or other communications.

### III. Approvals of Field Trips

- All school sponsored field trips ~~require~~requires administrative approval.
- For all trips within the State of Connecticut, requests must be submitted a minimum of 10 school days in advance of the departure date to the building administrator. Field trips must be approved by the superintendent or designee.
- All out-of-state field trips require the approval of the Superintendent of Schools 60 days in advance of the departure date.
- All foreign travel field trips must be submitted a minimum of ~~90 days~~one calendar year in advance of the departure date for ~~initial Board~~Superintendent approval and Board of Education for final approval. No fundraising or advertising activities related to the trip may be conducted prior to initial Superintendent approval. Between 90 and 120 days in advance of the departure date, the sponsoring staff member must request a meeting with the Superintendent to gain final approval. The purpose of this two-step process to ensure that conditions of safety and security in the destination country have not changed since the initial approval.
- Superintendent approval of all field trips shall be conditional. Approval for any field trip may be revoked at any time by the Superintendent or Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students or staff.
- Parents/guardians are responsible for obtaining trip cancellation insurance. This is strongly recommended. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.
- Before funds are solicited or collected, all field trips must be approved by the appropriate designee, as described in this section.

### IV. Optional Considerations:

- Any trips involving swimming must receive special approval from the ~~S~~superintendent and must be signed off by the student's parent/guardian.
- Parents/guardians who feel their child should not participate may deny permission and arrangements will be made for the child to remain at school on the day of the trip.
- Use of privately-owned vehicles or leased vans to transport students to and from field trips is strictly prohibited, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Superintendent or Principal is not present or available or not possible to contact. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies.



- The administration, with the Superintendent's approval, reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

#### V. Costs of Field Trips

Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees.

Fund raising activities (following District policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship.

#### VI. Additional Considerations

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy. The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited.

Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. All reasonable steps are to be taken to ensure the safety of participants. Additionally, the procedures should require prior Building Principal approval of all field trips, and prior approval of the Superintendent. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised, all safety precautions are observed
- All trips contribute substantially to the educational program
- All trips are funded by the District (or funding is addressed in the planning)
- All safety precautions are observed
- For overnight trips and with advance notice to parents/guardians, students' luggage/baggage may be searched prior to or at any point during the trip to ensure safety and compliance with all Board of Education policies regarding prohibited items.
- For overnight trip room assignments: Students will be assigned roommates based on gender/gender identity, preference and/or best fit. If a student attending an overnight trip prefers an individual room for any reason, they may submit such request to the district [CHOOSE ONE: when filling out their room preference form OR by DATE]. Once requested, single rooms will be assigned based on availability. Depending on the costs charged by the lodging facility, the students' family may incur an additional cost for a single room. The district will provide each family with the names of students who have been assigned to room with their child, but additional information regarding other students will remain confidential, in accordance with state and federal law.

Legal References/Citations

Conn. Gen. Stat. Section 10-220 and 10-221

## School Ceremonies and Observances DRAFT

### Flag (Display) Policy (*Version #3*)

It is the policy of the Board of Education (Board) to correctly honor the flags of the United States, the State of Connecticut, the POW/MIA recognition, the City of New Britain, **Board approved school flags representing a school operated by the Board**, and the flags of other governmental entities and ensure a standard of flag display on District property. **The American flag should always be present when others are flying.**

The Board shall comply with national and state protocols for flag display and etiquette.

In addition to the above referenced flags, **United States territorial & state, sister City, and foreign national flags may also be displayed outside of a school building on the day of a visit from an elected official or delegation to that school. Inside of school buildings, United States territorial and state flags, sister City flags, as well as flags of foreign nations and ethnic flags (such as the Pan-African flag) may be displayed, on a permanent or temporary basis, in accordance with proper flag etiquette. These displays are to be educational in nature, as well as to recognize the diversity of our City's heritage, history, and student body. ~~These are the only flags approved for display. In accordance with the concept of viewpoint neutrality, no other flags, banners, emblems, or signage that could be deemed political or religious in nature shall be displayed inside or outside of school buildings or on school property.~~ other flags or banners may be displayed on a permanent or temporary basis outside or inside of District buildings. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation or resolution or Mayoral proclamation. Examples include, but are not limited to, sister City flags, Heritage Month flags, (e.g. African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards, or flags designating an event or accomplishment. All such flags and banners will be displayed with the authorization by the Mayor as prescribed by the applicable proclamation or resolution.**

(cf. 0521 – Nondiscrimination)

~~(cf. 0521.1 – Commitment to Religious Neutrality)[1]~~

(cf. 0523 – Equity and Diversity)

~~(cf. 0524 – Hate Crimes and Bias Incidents in Schools)~~

~~(cf. 5145.2 – Freedom of Speech/Expression)~~

~~(cf. 6115.3 – Ceremonies and Observances)[2]~~

(cf. 6144 – Controversial Issues)

Legal Reference	Connecticut General Statutes
	10-230 Flags in classrooms and schools. Policy on the reciting of the “Pledge of Allegiance.”
	4 U.S.C. Title 4, Chapter 1, Section 5-9 (display of the flag)
	First Amendment-U.S. Constitution
	36 U.S.C.174
	Tinker v. Des Moines Independent Community School District, 393 U.S. 503

**Instruction****R6115.3(a)****School Ceremonies and Observances****Flag (Display) Policy – Regulation**

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect, **given proper lighting**. In addition to days when school is in session, the flags will be displayed on the following days if school is open to the public: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, **Juneteenth**, the Fourth of July, Labor Day, September 11th Remembrance Day, POW/MIA Recognition Day, Columbus/**Indigenous Peoples'** Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day, and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of Connecticut as a day of general thanksgiving or for displaying the flag.

**United States Flag at Half-Staff**

Flags shall be flown at half-staff on Pearl Harbor Day, on September 11th Remembrance Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

~~The Board has discretion in determining when the flag will fly at half-staff to commemorate the death of a local person, including a present or former Board of Education member, and a present employee or student. **Flags on individual buildings will be flown at half-staff for 30 days if a present employee or student in that building dies. The flag shall also be flown at half-staff the day of the funeral of any former employee well known in the school. This will be at the discretion of the Superintendent.**~~

~~All flags in the district are to be flown at half-staff when a present Board member dies and are kept at half-staff for 30 days. All flags are put at half-staff on the day of the funeral of a former Board member. All flags in the district are flown at half-staff on the day of the funeral of a present employee or a present student. The flag will not be displayed on days when the weather is inclement.~~

**Hoisting of the Flag**

The flag shall be hoisted briskly and lowered ceremoniously. In half-staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak

before it is lowered for the day. The flag shall never be put at half-mast in the middle of the day. It must be put at half-mast in the morning only.

## **Instruction**

### **School Ceremonies and Observances**

#### **Flag (Display) Policy–Regulation (continued)**

##### **Indoor Flags and Those Not on Movable Hoists**

There shall be a United States flag in each assembly room of every school in the District. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

##### **Displaying the Flag with Other Flags**

The American flag may be displayed with other flags as long as its display follows the rules specified by the Flag Code. These rules were set to make sure the American Flag is in a position of prominence over other flags. The flag represents the government of the United States, and on American soil, the government is the highest authority.

##### **The Rules:**

- When displayed with other flags, the size of the American Flag should be larger than the other flags or relatively equal to the size of the largest flag. Other flags should not overshadow the American Flag in any way.
- The American Flag should be flown higher than lesser flags. If the flags are displayed on the same level, the American Flag should be flown to the (flag's own) right of all other flags. The right is a position of prominence.
- If the flags of other nations are displayed with the American Flag, they should be of equal size and at equal heights on separate staffs at a time of peace. The American flag should be displayed to the (flag's own) right but not higher than other national flags.
- In a group of state, local and/or society flags, the American Flag should be flown highest and in the center.
- The American Flag should be hoisted first and lowered last, when flown with other flags on adjacent staffs.
- When the American flag is displayed against a wall with another flag, it should be on the (flag's own) right with its staff in front of the other flag.

- Another nation's flag should not be displayed on the same halyard as the American Flag.