

TOLLAND BOARD OF EDUCATION  
Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
February 9, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
  - January 26, 2011 – Regular Meeting
  - February 3, 2011 – Special Meeting
- D. SUPERINTENDENT'S REPORT
  - D.1. Language Arts Curriculum Report (Memo included in January 26, 2011 Board Packet)
  - D.2. Suicide Risk Intervention Procedures (Memo included in January 26, 2011 Board Packet)
  - D.3. Health Insurance Presentation
  - D.4. Board Policies
    - Policy and Administrative Regulation 4110, Employee Use of the District's Computer System
    - Policy and Administrative Regulation 1040, Pesticide Application on School Property
    - Policy 4090, Report of Suspected Abuse or Neglect of Children
    - Administrative Regulation 5130, Suicide Prevention and Intervention
  - D.5. Superintendent of Schools Budget Request Fiscal Year 2011-2012 Budget - Response to Questions (no enclosure)
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
  - H.1. Birch Grove Primary School – Project No. 142-0064EA
- I. INFORMATIONAL ITEMS
- J. OLD BUSINESS
- K. COMMUNICATIONS
  - Minutes from the Town Council Meeting of January 25, 2011
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – January 26, 2011**

**Members Present:** Mr. Robert Pagoni, Chairperson, Dr. Gayle Block, Vice Chairperson; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Diane Clokey; Ms. Karen Bresciano; Ms. Christine Riley Howard; and Mr. Andy Powell.

**Administrators Present:** Mr. William Guzman, Superintendent of Schools.

The meeting was called to order at 7:39 p.m.

**STUDENT REPRESENTATIVE REPORT**

None

**APPROVAL OF MINUTES**

Mr. Clark motioned and Dr. Block seconded to approve the minutes of the regular meeting of January 13, 2011. Mrs. Clokey, Mr. Frattaroli, Mr. Powell, Mr. Clark, Dr. Block, Mr. Pagoni, Mrs. Bresciano in favor. Ms. Riley Howard abstained. Motion carried.

Dr. Block motioned and Mrs. Block seconded to approve the minutes of the special meeting of January 19, 2011. Dr. Block stated that the date of the meeting should read January 19, 2011, not January 20, 2011. Mrs. Clokey, Mr. Frattaroli, Mr. Clark, Dr. Block, Mr. Pagoni in favor. Mrs. Bresciano, and Ms. Riley Howard abstained. Motion carried.

**SUPERINTENDENT'S REPORT**

Mr. Guzman stated that the Language Arts Report, Suicide Risk Intervention Procedures and Gifted and Talented reports have been postponed to a later date.

**D.4. Birch Grove Primary School – Project No. 142-0064EA**

Mr. Guzman explained the phases of the addition project at Birch Grove which included the recommissioning project by BVH Integrated Services. The Board was presented with the final costs for the project as compiled by Ms. Christine Hutton, Town Finance Director. This item will be on the February 9, 2011 agenda for Board Action.

**D.5. Status of the Budget – January 18, 2011**

As of January 18, 2011, projected expenditures and encumbrances total \$31,815,008 leaving an unexpended balance at this time in the amount of \$467,747.

At this time a utility projection is still ongoing due to the following factors:

- Insufficient experience with the current winter's electric demand;
- Beginning with January invoices significant rate changes will be reflected on the bills and those invoices have not yet been received; and

- Changes in the generation rates with TransCanada, transmission rate with CL&P, and the pass through charges for both companies hinder the ability to make an accurate budget projection at this time.

In the February budget projection the Energy Manager will submit estimates based on the invoices received-to-date and the experience for all utility accounts.

As a reminder, the factors listed below continue to impact this projection:

- Tutoring costs for students are higher than originally projected;
- Insurance costs have been affected negatively due to the difference in projected vs. actual savings costs for employees who were impacted by budget reductions;
- An increase in the number of outplaced students compared to budgeted;
- Possible extension of unemployment benefits by the Federal government;
- Unanticipated maintenance expenses that may occur;
- Newly projected expenses for utility accounts due to rate increases and comparison of budget vs. actual dollars;
- Anticipated reimbursement percentage to excess cost reimbursement number, and
- Increase in overtime due to inclement weather conditions.

#### **D.6. Superintendent of Schools Fiscal Year 2011-2012 Budget**

Mr. Guzman stated that Mrs. Grabowicz and Mrs. Clokey has submitted additional budget related questions. Ms. Regina is working on responses which will be provided on or before the February 9, 2011 Board meeting.

The February 2, 2011 budget workshop was cancelled by a consensus of the Board members.

#### **PUBLIC PARTICIPATION**

Mr. Craig Nussbaum, Town Council member asked if the CL&P rebate funding which paid for the Birch Grove recommissioning project was used in other schools. Mr. Guzman responded that funds were used for replacement of a roof top compressor and replacement of lockers at the Middle School.

#### **POINTS OF INFORMATION**

Mrs. Clokey asked if the February 10, 2011 Joint meeting with the Town Council has public participation on the agenda. Mr. Pagoni stated that he would ensure that there is public participation.

#### **COMMITTEE REPORTS**

- **Policy Committee**

Mrs. Clokey reported that the Committee met earlier in the afternoon to discuss policies and the impact of the numbers of snow days on the school calendar. There was Committee discussion about the use of February vacation to offset

some of the snow days. She also stated that shortening the February vacation week would be considered for the 2011/2012 school year.

- **Wellness Committee**

Mrs. Clokey stated the Committee discussed ways to make the ERASE Survey results available to more parents. She asked if a link could be established between PowerSchool to the District website. Mr. Guzman stated he would ask Mr. Leege to look into this matter.

- **Town Council Liaison**

Mr. Clark reported that there was no acknowledgement at the Town Council meeting of receiving the Board's request for use of Purchase Order close out funds to cover the cost of bonding fees. He also reported that Steve May, Health insurance consultant for the Town and the Board reported to Town Council on the 22% insurance increase projected for next fiscal year.

## **BOARD ACTION**

### **J.1. Board Policies**

- **Policy 3061 – Individuals with Disabilities Education Act Fiscal Compliance**
- **Policy 6091 – Individuals with Disabilities Education Act – Alternative Assessments for Students with Disabilities for Statewide and District-Wide Assessments**

Dr. Block motioned and Mr. Clark seconded to accept Policies 3061 IDEA Fiscal Compliance and 6091 IDEA – Alternative Assessment for Student with Disabilities and District wide Assessments as presented. All in favor. Motion carried.

## **INFORMATIONAL ITEMS**

School calendars for February were enclosed.

## **OLD BUSINESS**

Mr. Powell asked if requested changes to rename sections of 2011-2012 budget were made. Mr. Guzman replied there are now two sections – one for revenue supporting the budget and one for other state and federal grants.

## **COMMUNICATIONS**

The minutes from the Town Council Meeting of January 11, 2011 were enclosed.

## **CHAIRPERSON'S REPORT**

None

## **FUTURE AGENDA ITEMS**

1. Language Arts Curriculum Report
2. Corinne Lorenzet – Suicide Mitigation
3. Board Policies

4. Gifted and Talented Report
5. PE/Health Curriculum Report
6. Health Insurance Consultant

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Dr. Block motioned and Mr. Clark seconded to adjourn the meeting at 8:25 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman  
Superintendent of Schools

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – February 3, 2011**

**Members Present:** Dr. Gayle Block, Vice Chairperson; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Diane Clokey; Ms. Karen Bresciano; Ms. Christine Riley Howard; Mrs. Judy Grabowicz and Mr. Andy Powell.

**Administrators Present:** Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Development; Dr. Walter Willett, Principal, Tolland Middle School; Mr. James Dineen, Principal, Tolland Intermediate School; Mr. Thomas Swanson, Birch Grove Primary School; Mr. Michael Moynihan, Assistant Principal, Birch Grove Primary School; and Ms. Jane Regina, Business Manager.

The meeting was called to order at 7:35 p.m.

The Superintendent gave an overview of how the decision to cancel school, to have a delayed opening or to dismiss early is made. The decision to cancel school is made by 4:45 a.m. when he receives information from the Director of Maintenance as to road conditions. Prior to this discussion, the Director of Maintenance has conferred with Public Safety, the Highway Department and the bus company. Mr. Guzman also explained that he is in communications with other area Superintendents. The decision to do a 90 minute delay also follows this procedure. The decision for an early dismissal has to be made early in the day and is based on the forecast. The Superintendent announced that Tolland Schools would be closed on Friday, February 4, 2011 to enable the roofs to be cleared of snow with the assistance of the National Guard. A structural engineer had performed an inspection on February 3, 2011 and felt that the roofs were nearing weight capacity and should be cleared prior to the snow that has been forecasted for the upcoming weekend.

Mr. Powell mentioned that the calendar for 2011-2012 would be reviewed to incorporate the proposed changes to eliminate three days from the February break.

**PUBLIC PARTICIPATION**

Stan Halliday of 9 Louise Drive indicated that he had already spent money on a vacation in February and that it should be April vacation that was shortened. It was explained that at this time a shortened April vacation was still an option.

Dan Carmody of 11 Charlotte Drive concurred with the Board about the decision to shorten February break. He also stated that we also need to carefully review the upcoming school calendars with this in mind.

Karen Forschner of 39 Anderson Road stated that all of the schools had instructional hours that are in excess of what the State mandated and suggested that these days be cancelled to make up the time. The Superintendent explained that the instructional hours were only part of the equation. The State mandated the number of hours and also 180 days.

Kerry Wasserstein of 4 Barbara Road suggested taking from April vacation and acknowledged that the decision was difficult. She asked that if the weather does not improve was there a possibility to go from 183-180 days. She also questioned whether additional time would be given to do the assigned alternate educational work because she did not want her children to bring work on vacation. Mr. Guzman and Mr. Powell commented that it is important to remain flexible. All of these concerns would be discussed with the building principals.

Brenda Stupenski of 62 Evergreen Drive stated that she had a grade 3 student and was very concerned about the lack of instructional time prior to the Connecticut Mastery Testing. The Superintendent responded that he and other superintendents had already requested consideration to change the dates for mastery testing.

Jennifer Grover of 278 Cider Mill Road asked why not take the fourth day from February. It was explained that the two days off aligned with other district's calendars and would reduce the impact on families.

Eileen Laramie of 25 Mihaliak Drive is also a high school math teacher is very concerned about the 16 academic days left before CAPT testing. The State Board of Education has three fixed days for testing on March 8, 9 and 10.

Cathy Healy of 25 Fiddlehead Drive was concerned that days the students were absent would not be excused. Mr. Guzman indicated that the students would probably not be penalized for the absence.

Abigail Jefferies of 121 Wildwood Road thanked the Board for working with the citizens. She was also concerned about the Tolland High School trip to Florida in April and would this be affected if additional days were needed. It was determined that additional days in April would not affect planned trips. She also asked if adequate contractual notice had been given to teachers. The Superintendent and the teacher's union were in agreement with this proposal.

Ron LaSala of 23 Williams Way stated that the Troop 2 of the Boys Scouts have their planned summer camp to begin on June 27, 2010 and asked that this be taken in account for any further decisions.

Tony Zimmerman of 81 Branden Way felt that going to 180 days was a good suggestion. Mr. Guzman indicated that this was contractual and was still in the discussion stage.

Bob Howard of 6 Center Road asked if this would cost money for the substitute teachers. The Superintendent stated that it would, but would not necessarily be any more than on a normal day in the schools. This is only step one in a multistep process.

Karen Giangregorio of 60 Carter Drive suggested that possibly going to school on Saturday was another option or extending the school day. The Superintendent

responded that going to school on Saturday was not an available option as it is mandated by the State Department of Education. Mr. Powell indicated that the Circular Letter from the State would be placed on the District website.

Trish Doyle of 52 Susan Drive stated that her preference was to take the four days from February break.

Sandy Chafouleas of 16 Birch Hill Drive stated that the policy stated on the calendar should be adhered to with respect to cancelling vacation because parents make their plans on the published calendar. She also stated that the teachers and students should continue to teach and learn up to the last minute in June.

Emily Howard of 6 Center Road and a student at Tolland High School was very concerned with the amount of work that needs to be made up and the time allotted for that make up work.

Lori Salina of 63 Tolland Farms Road felt that we should have gone back to school earlier in the fall. Parents were opposed to going back when we usually do because of the lateness of Labor Day.

Cindy Davidson of 304 Babcock Road thanked the Board for their efforts with cancellations and as she lives on a dirt road, she is aware of the difficulties of the bus runs. She was concerned about the lateness of school in June and the scheduled date of her son's scout camp. She hoped that everyone would remain flexible.

Emily Cusson of 46 Susan Drive asked why the students could not be inside the buildings while the snow was being cleared off the roofs. The Superintendent explained that it was a safety issue about the additional weight on the roof of 50 people and also for emergency access to the building.

Brooke Avery of 64 Tolland Farms Road was concerned about the change in dates in June because she starts to plan summer camp and activities for her children in January and needs to have adequate notice to change the arrangements.

Ann Zimmerman of 81 Branden Way stated that she prefers to leave the amount of days left at 3 because of the burden of making up the work.

Cara Singer of 51 Grandview Street felt that 4 days should be taken off February break. She also felt that the proposed calendar should be made available to parents for comment.

Mike Shea of 6 Charlotte Drive asked if the number of students absent on those days had any effect on counting the day as a full day. He was informed that it did not.



**BOARD ACTION**

Mr. Powell motioned and Mrs. Clokey seconded to adopt the proposed changes to the 2010-2011 school calendar by shortening the February break and having students attend school on February 23, 24 and 25, 2011. All in favor. Motion carried.

**ADJOURNMENT**

Mr. Clark motioned and Mrs. Grabowicz seconded to adjourn the meeting at 8:35 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk

D.3.

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: February 9, 2011**

**SUBJECT: Health Insurance Presentation**

Mr. Steve May, Senior Health Benefits Consultant, with Milliman Insurance will be at the Board meeting to discuss the reason for the projected premium increase for the 2011/2012 fiscal year.

WDG:ca

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: February 9, 2011**

**SUBJECT: Board Policies**

- **Policy and Administrative Regulation 4110, Employee Use of the District's Computer System**
- **Policy and Administrative Regulation 1040, Pesticide Application on School Property**
- **Policy 4090, Report of Suspected Abuse or Neglect of Children**
- **Administrative Regulation 5130, Suicide Prevention and Intervention**

Attached please find Board Policy and Administrative Regulation 4110, Employee Use of the District's Computer System, Policy and Administrative Regulation 1040, Pesticide Application on School Property, Policy 4090, Report of Suspected Abuse or Neglect of Children and Administrative Regulation 5130, Suicide Prevention and Intervention

These Policy and Regulations were reviewed by the Policy Committee on January 13, 2011.

All Policies and Regulations are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

WDG:ca

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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BOARD POLICY

REGARDING: Employee Use of the District's  
Computer Systems

Number: 4110  
Personnel

Approved: 2/28/01

Revised: 5/10/06

**REVISED:**

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Computers, computer networks, **ELECTRONIC DEVICES**, Internet access, and E-mail are effective and important technological resources [in today's educational environment]. The Board of Education [has installed] **PROVIDES** computers, a computer network, including Internet access and an E-Mail system, **AS WELL AS ANY ELECTRONIC DEVICES THAT ACCESS THE NETWORK SUCH AS PDAS, SMARTPHONES, MOBILE OR HANDHELD DEVICES**, (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used only for appropriate business and education related purposes.

**THE SYSTEM ADMINISTRATOR AND OTHERS MANAGING THE COMPUTER SYSTEMS MAY ACCESS EMAIL OR MONITOR ACTIVITY ON THE COMPUTER SYSTEM OR ELECTRONIC DEVICES ACCESSING THE COMPUTER SYSTEMS AT ANY TIME AND FOR ANY REASON. TYPICAL EXAMPLES INCLUDE WHEN THERE IS REASON TO SUSPECT INAPPROPRIATE CONDUCT OR THERE IS A PROBLEM WITH THE COMPUTER SYSTEMS NEEDING CORRECTION. FURTHER, THE SYSTEM ADMINISTRATOR AND OTHERS MANAGING THE COMPUTER SYSTEMS CAN ACCESS OR MONITOR ACTIVITY ON THE SYSTEMS DESPITE THE USE OF PASSWORDS BY INDIVIDUAL USERS, AND CAN BYPASS SUCH PASSWORDS. IN ADDITION, REVIEW OF EMAILS, MESSAGES OR INFORMATION STORED ON THE COMPUTER SYSTEMS, WHICH CAN BE FORENSICALLY RETRIEVED, INCLUDES THOSE MESSAGES AND/OR ELECTRONIC DATA SENT, POSTED AND/OR RETRIEVED USING SOCIAL NETWORKING SITES, INCLUDING, BUT NOT LIMITED TO, TWITTER, FACEBOOK, LINKEDIN, YOUTUBE, AND MYSPACE.**

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

**USERS SHOULD NOT HAVE ANY EXPECTATION OF PERSONAL PRIVACY IN THE USE OF THE COMPUTER SYSTEM OR OTHER ELECTRONIC DEVICES THAT ACCESS THE COMPUTER SYSTEM. USE OF THE COMPUTER SYSTEM REPRESENTS AN EMPLOYEE'S ACKNOWLEDGEMENT THAT THE EMPLOYEE HAS READ AND UNDERSTANDS THIS POLICY AND ANY APPLICABLE REGULATIONS IN THEIR ENTIRETY, INCLUDING THE PROVISIONS REGARDING MONITORING AND REVIEW OF COMPUTER ACTIVITY.**

Legal references:

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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ADMINISTRATIVE REGULATION

REGARDING: Employee Use of the  
District's Computer  
Systems

Number: 4110  
Administrative

Approved: 2/28/01  
Revised: 4/26/06

**REVISED:**

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Introduction

Computers, computer networks, **ELECTRONIC DEVICES**, Internet access, and Electronic mail [(popularly known as "E-Mail")] are effective and important technological resources [in today's educational environment]. The Board of Education has installed computers, a computer network, including Internet access and an E-Mail system, **AND MAY PROVIDE ELECTRONIC DEVICES THAT ACCESS THE SYSTEM, SUCH AS PDA, SMARTPHONES, MOBILE OR HANDHELD DEVICES**, to enhance the educational and business operations of the district. In this regulation, the computers, computer network, **ELECTRONIC DEVICES**, Internet access and E-mail system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, *they are being made available to employees of the district for district-related educational and business purposes.* All users of the computer systems must restrict themselves to appropriate district-related educational and business purposes. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the district, our employees and all our students, this regulation shall govern *all* use of these computer systems.

## Monitoring

It is important for all users of these computer systems to understand that the Board of Education, as the owner of the computer systems, intends to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The Board of Education intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used solely for district-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes. The Superintendent reserves the right to eliminate personal use of the district's computer systems by any or all employees at any time.

**THE SYSTEM ADMINISTRATOR AND OTHERS MANAGING THE COMPUTER SYSTEMS MAY ACCESS EMAIL OR MONITOR ACTIVITY ON THE COMPUTER SYSTEM OR ELECTRONIC DEVICES ACCESSING THE COMPUTER SYSTEMS AT ANY TIME AND FOR ANY REASON OR NO REASON. TYPICAL EXAMPLES INCLUDE WHEN THERE IS REASON TO SUSPECT INAPPROPRIATE CONDUCT OR THERE IS A PROBLEM WITH THE COMPUTER SYSTEMS NEEDING CORRECTION. FURTHER, THE SYSTEM ADMINISTRATOR AND OTHERS MANAGING THE COMPUTER SYSTEMS CAN ACCESS OR MONITOR ACTIVITY ON THE SYSTEMS DESPITE THE USE OF PASSWORDS BY INDIVIDUAL USERS, AND CAN BYPASS SUCH PASSWORDS. IN ADDITION, REVIEW OF EMAILS, MESSAGES OR INFORMATION STORED ON THE COMPUTER SYSTEMS, WHICH CAN BE FORENSICALLY RETRIEVED, INCLUDES THOSE MESSAGES AND/OR ELECTRONIC DATA SENT, POSTED AND/OR RETRIEVED USING SOCIAL NETWORKING SITES, INCLUDING, BUT NOT LIMITED TO: TWITTER, FACEBOOK, LINKEDIN, YOUTUBE, AND MYSPACE.**

## Why Monitor?

The computer systems are expensive for the Board to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why the Board intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

These computer systems can be used for improper, and even illegal purposes. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement and the like.

Monitoring will also allow the Board to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the

computer systems as it deems fit. Thus, the Board monitoring should serve to increase the value of the system to the district on an ongoing basis.

### Privacy Issues

Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and can do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

*The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes.*

Employees must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.* This provision applies to any and all uses of the district's computer systems, **AND ELECTRONIC DEVICES THAT ACCESS SAME**, including any incidental personal use permitted in accordance with these regulations.

**USE OF THE COMPUTER SYSTEM REPRESENTS AN EMPLOYEE'S ACKNOWLEDGEMENT THAT THE EMPLOYEE HAS READ AND UNDERSTANDS THESE REGULATIONS AND ANY APPLICABLE POLICY IN THEIR ENTIRETY, INCLUDING THE PROVISIONS REGARDING MONITORING AND REVIEW OF COMPUTER ACTIVITY.**

### Prohibited Uses

Inappropriate use of district computer systems is expressly prohibited, including but not limited to the following:

- ◆ Sending any form of solicitation not directly related to the business of the Board of Education;
- ◆ Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications *may* also be a *crime*);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from supervisory personnel;



- ◆ Sending any message that breaches the Board of Education's confidentiality requirements, including the confidentiality rights of students;
- ◆ Sending any copyrighted material over the system;
- ◆ Sending messages for any purpose prohibited by law.
- ◆ Transmission or receipt of inappropriate e-mail communications or accessing inappropriate information on the internet, including vulgar, lewd or obscene words or pictures;
- ◆ Using computer systems for any purposes, or in any manner, other than those permitted under these regulations[.];
- ◆ **USING SOCIAL NETWORKING SITES SUCH AS FACEBOOK, TWITTER, MYSPACE AND LINKEDIN IN A MANNER THAT INTERFERES WITH THE WORK OF THE SCHOOL DISTRICT; IS USED TO HARASS COWORKERS OR MEMBERS OF THE SCHOOL COMMUNITY; CREATES A HOSTILE WORK ENVIRONMENT; BREACHES CONFIDENTIALITY OBLIGATIONS OF SCHOOL DISTRICT EMPLOYEES; DISRUPTS THE WORK OF THE SCHOOL DISTRICT; HARMS THE GOODWILL AND REPUTATION OF THE SCHOOL DISTRICT IN THE COMMUNITY OR OTHERWISE VIOLATES THE LAW, BOARD POLICIES AND/OR OTHER SCHOOL RULES AND REGULATIONS.**

In addition, if a particular behavior or activity is generally prohibited by law and/or Board of Education policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

#### Disciplinary Action

Misuse of these computer systems will not be tolerated and result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

#### Complaints of Problems or Misuse

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her supervisor or to the Superintendent of Schools.

Most importantly, the Board urges *any* employee who receives *any* harassing, threatening, intimidating or other improper message through the computer systems to report this immediately. It is the Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

Implementation.

This regulation is effective as of [4/26/06] **MM/DD/YY**.

## **NOTICE REGARDING ELECTRONIC MONITORING**

In accordance with the provisions of Connecticut General Statutes Section 31-48d, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

"Electronic monitoring," as defined by Connecticut General Statutes Section § 31-48d, means the collection of information on the Board's premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the Board in its workplaces:

- Monitoring of e-mail and other components of the Board's computer systems for compliance with the Board's policies and regulations concerning use of such systems.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school district's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Board or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent.

### Legal References:

Connecticut General Statutes:  
Section 31-48b  
Section 31-48d

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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BOARD POLICY

REGARDING: Pesticide Application on School  
Property

Number: 1040  
Community/Board Operation

Approved: 10/9/02

Revised: 3/8/06

Revised: 6/11/08

Revised: 3/10/10

**REVISED:**

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It is the policy of the Tolland Board of Education to implement an integrated pest management plan that uses available pest control techniques to reduce the amounts of pesticides applied in any building, or the grounds of any Tolland Public School by using alternative methods of pest control, that may include structural maintenance, proper sanitation practices, appropriate solid waste management and alternative mechanical or biological control, along with pesticides.

The decision to apply pesticide in any building, or the grounds of any Tolland Public School is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticides shall be made in any building, or the grounds of any Tolland Public Schools during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any

school in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions. [Notwithstanding this prohibition, until July 1, 2010, an application of a lawn care pesticide may also be made on the playing fields and playgrounds of a district school with students in grade eight (8) or lower, provided such application is made pursuant to an integrated pest management plan and all applicable statutory and regulatory provisions.]

Legal References:

Connecticut General Statutes:

§10-231a

§10-231b

§10-231d

Public Act 09-56, An Act Concerning Pesticide Applications at Child Day Care Centers and Schools

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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ADMINISTRATIVE REGULATION

REGARDING: Integrated Pest  
Management

Number: 1040  
Administrative

Revised: 3/8/06  
Revised: 6/11/08  
Revised: 3/10/10  
**REVISED:**

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A. Definitions:

1. Pesticide: means a fungicide used on plants, an insecticide, a herbicide or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait.
2. Lawn Care Pesticide: means a pesticide registered by the United States Environmental Protection Agency and labeled pursuant to the Federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden and ornamental sites or areas.
3. Integrated Pest Management: means use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.
4. Restricted Use Pesticide: means any pesticide or pesticide use classified as restricted by the Administrator of the United States Environmental Protection Agency or by the Connecticut Commissioner of Environmental Protection.

B. Integrated Pest Management Plan:

1. The District's Integrated Pest Management Plan shall be consistent with the Model Pest Control Management Plan developed by the Connecticut Commissioner of Environmental Protection Pursuant to Section 22a-661 of the Connecticut General Statutes.

C. Notice of Pesticide Application:

1. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school.
2. Each school shall maintain a registry of persons requesting such notice.
3. Parents or guardians of children in any school and/or staff members in any school who register for prior notice of pesticide application at their school shall be provided notice of each scheduled pesticide application at their school on or before the day that any application of pesticide is to take place.
4. The notice shall include the following information:
  - A. The name of the active ingredient of the pesticide being applied,
  - B. The location of the application on school property,
  - C. The date of the application,
  - D. The name of the school administrator, or designee, who may be contacted for further information.

D. Emergency Pesticide Application:

1. In the event of a threat to human health, the Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members.
2. In the event of an immediate threat to human health, the Superintendent may direct that an emergency application of a pesticide be made, during regular school hours or during planned activities at school, without prior notice to parents or guardians of children in any school and/or staff members. Such application may only be made if (1) it is necessary to make the application during such a period and (2) such restricted use pesticide.

3. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
4. In the even of such emergency application, the provisions set forth below in Section F regarding authorized pesticide applicators shall not apply if the Superintendent determines that it is impractical to obtain the services of any such applicator, provided that the application does not involve a restricted use pesticide.

E. Record of Pesticide Application:

1. A copy of the record of each pesticide application at a school shall be maintained at the school for a period of five (5) years, which record shall include the information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time.

F. Authorized Pesticide Applicator:

1. No person, other than a pesticide applicator with Supervisory Certification under Section 22a-54 of the Connecticut General Statutes or a pesticide applicator with Operational Certification under Section 22a-54 under the Direct Supervision of a Supervisory Pesticide Applicator, may apply pesticide within any building or on the grounds of any school within the district.

G. Prohibition on Use of Lawn Care Pesticides at District Schools with students through grade 8:

- [1.] There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut Statutory and regulatory provisions and the conditions set forth above.
- [2.] Notwithstanding this prohibition, until July 1, 2010, an application of a lawn care pesticide may also be made on the playing fields and playgrounds of a district school with students in grade eight (8) or lower, provided such application is made pursuant to an integrated pest management plan and all applicable statutory and regulatory provisions.]



Legal References;

Connecticut General Statutes:

§10-231a

§10-231b

§10-231d

§19a-79a

§22a-47

§22a-54

§22a-66a

§22a-66l

Public Act 09-56, An Act Concerning Pesticide Application at Child Day Care Centers and Schools

**UNITED STATE CODE:**

**INSECTICIDE, FUNGICIDE AND RODENTICIDE ACT, U.S.C. § 136 ET SEQ.**

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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BOARD POLICY

REGARDING: Reports of Suspected Abuse or  
Neglect of Children

Number: 4090  
Personnel

Approved: 12/16/02  
Revised: 3/24/04  
Revised: 5/11/05  
Revised: 3/08/06  
Revised: 3/10/10

**REVISED:**

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Conn. Gen. Stat. Section 17a-101 et seq. requires certain educational personnel (school teachers, school administrators, school superintendents, school guidance counselors, school coaches and paraprofessionals) as well as registered and licensed practical nurses, psychologists, social workers, mental health professionals, **PHYSICAL THERAPISTS** and certain professional counselors who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect in accordance with the procedures set forth below. For purposes of this policy, school employees also include any person who, under a contract with the board, and in the performance of his or her duties, has regular contact with student and who provides services to or on behalf of students enrolled in a public elementary, middle or high school.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in 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.

"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, or (d) has been abused.

**"SCHOOL EMPLOYEE" MEANS (A) A TEACHER, SUBSTITUTE TEACHER, SCHOOL ADMINISTRATOR, SCHOOL SUPERINTENDENT, GUIDANCE COUNSELOR, PSYCHOLOGIST, SOCIAL WORKER, NURSE, PHYSICIAN, SCHOOL PARAPROFESSIONAL OR COACH EMPLOYED BY THE BOARD OF EDUCATION; OR (B) ANY OTHER PERSON WHO, IN THE PERFORMANCE OF HIS OR HER DUTIES, HAS REGULAR CONTACT WITH STUDENTS AND WHO PROVIDES SERVICES TO OR ON BEHALF OF STUDENTS ENROLLED IN THE TOLLAND PUBLIC SCHOOLS, PURSUANT TO A CONTRACT WITH THE BOARD OF EDUCATION.**

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. In the public school context, the term "statutory mandated reporter" includes teachers, school **PRINCIPALS AND OTHER** administrators, school superintendents, school guidance counselors, school coaches **INCLUDING COACHES OF INTRAMURAL OR INTERSCHOLASTIC ATHLETICS**), paraprofessionals, registered and licensed practical nurses, psychologists, social workers, **POLICE OFFICERS**, mental health professionals, **LICENSED OR** certified alcohol and drug counselors, **PHYSICAL THERAPISTS** and any other licensed professional counselor. **MANDATED REPORTERS ALSO INCLUDE ANY PERSON PAID TO CARE FOR A CHILD IN ANY PUBLIC OR PRIVATE FACILITY, CHILD DAY CARE CENTER, GROUP DAY CARE HOME OR FAMILY DAY CARE LICENSED BY THE STATE.**

3. What Must Be Reported

A report must be made when any employee of the Board of Education, in ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child under the age of eighteen:

- a) has been abused or neglected;
- b) has had non-accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or
- c) is placed at imminent risk of serious harm.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the board of education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken:

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the commissioner of children and families or the local law enforcement agency.
- (2) The employee shall also make an oral report as soon as practicable to the Superintendent or the Superintendent's designee.
- (3) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Within 48 hours of making an oral report the employee shall submit a written report to the Commissioner of Children and Families or his/her representative containing all of the required information.
- (5) The employee shall immediately submit a copy of the written report to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Superintendent shall submit a copy of the written report to the Commissioner of Education or his/her representative.

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken:
  - (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
  - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected, or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.
- b) Nothing in this policy shall be construed to preclude an employee from reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

## 6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
- i) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

If the suspected abuser is a school employee, **AS DEFINED ABOVE**, the Superintendent shall thoroughly investigate the report. Recognizing the fact that the Department of Children and Families is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's investigation shall be coordinated with the Department of Children and Families and/or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When investigating a report, the Superintendent shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child to an interview with a child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of such child are the perpetrators of the alleged abuse, or where the Department of Children and Families has indicated that obtaining such consent will interfere with its investigation.

The investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. **IF THE EMPLOYEE IS AN INDIVIDUAL WHO PROVIDES SERVICES TO OR ON BEHALF OF STUDENTS ENROLLED IN THE TOLLAND PUBLIC SCHOOLS, PURSUANT TO A CONTRACT WITH THE BOARD OF EDUCATION, THE SUPERINTENDENT MAY SUSPEND THE PROVISION OF SUCH SERVICES, AND DIRECT THE EMPLOYEE TO REFRAIN FROM ANY**

**CONTACT WITH STUDENTS ENROLLED IN THE TOLLAND PUBLIC SCHOOLS, PENDING THE OUTCOME OF THE INVESTIGATION.**

- a) Evidence of Abuse by School Employee Holding a Certificate, Authorization or Permit Issued by the State Department of Education

If, upon completion of the investigation by the Commissioner of Children and Families, the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that a child has been abused by a school employee who holds a certificate, permit, or authorization issued by the State Department of Education, and that the Commissioner has recommended that such employee be placed on the child abuse and neglect registry, the Superintendent shall make a written request to the Commissioner that he or she provide all records, whether or not created by the Department of Children and Families, concerning such investigation to the Superintendent. In addition, the Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits.

Within seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or his or her representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose records received from the Department of Children and Families to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status of such employee's certificate, permit or authorization. For certified personnel, such suspension shall remain in effect until the Board of Education acts pursuant to the provisions of Conn. Gen. Stat. Section 10-151.

Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused by a staff member who holds a certificate, permit or authorization issued by the State Department of Education.

If the contract of employment of such certified school employee is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of

Education, or his or her representative, within seventy-two (72) hours after such termination.

b) Evidence of Abuse by Other School Staff

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused by a non-certified school staff member, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

8. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

9. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 10 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

10. Non-discrimination Policy

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Public Act 09-242, "An Act Concerning Sexual Activity Between School Workers And Students and Including School Superintendents as Mandated Reporters of Child Abuse or Neglect"



**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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ADMINISTRATIVE REGULATION

REGARDING: Suicide Prevention  
Intervention

Number: 5130  
Administrative

Approved: 2/28/01

**REVISED:**

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Management of Suicidal Risk

The school cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or is seriously considering attempting suicide. The following procedures shall be implemented toward this end.

- I. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or his/her designee. This must be done even if the student has confided in the staff person and asked that his/her communication be kept confidential. The principal or designee will then notify an appropriate Pupil Personnel Service, Crisis Intervention Team, and/or Student Assistance Team staff member. (Note: The principal may have multiple designees.)
- II. The Principal or Designee shall interview the student, consider available background information and determine whether the student is "at-risk" or in "imminent danger."
- III. If the student is assessed to be "at-risk":
  - A. The Principal or Designee shall notify the student's parent/guardian and request a meeting with them as soon as possible, preferably that same day.
  - B. When the parent/guardian arrives at school, the Principal or Designee shall meet with him/her to discuss:

1. the seriousness of the situation;
  2. the need for an immediate suicide risk evaluation **THROUGH EMERGENCY MOBILE PSYCHIATRIC (211) SERVICES** at a medical or mental health facility, or other appropriate evaluation(s);
  3. the need for continued monitoring of the student at home if he/she is released following the evaluation;
  4. referral to appropriate professional services outside the school system; and
  5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist and other appropriate individuals.
- C. The Principal or Designee shall document in writing the course of events, including what transpired at the meeting, and the outcome.
- D. If the parent/guardian does not follow through, thereby leaving the student "at-risk", a medical referral to the Department of Children and Families (DCF) should be made (if the student is less than 18 years of age). The parent/guardian should be notified as soon as possible that such a referral has been made.
- E. The Principal or Designee may notify other staff, as necessary to protect the student and others.
- F. The Principal or Designee may refer student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning Placement Team or other staff as appropriate for further consultation and planning.
- G. The Principal or Designee or the team shall monitor the student's progress and shall consult as necessary with family, outside professionals and school staff.
- IV. If the student is assessed to be "in imminent danger":
- A. The Principal or Designee shall ensure that the student is not left alone.

- B. The Principal or Designee shall notify the parent/guardian and request that the student be picked up at school and **CONTACT EITHER EMERGENCY MOBILE PSYCHIATRIC (211) SERVICES OR** taken to a medical or mental health professional for thorough suicidal risk evaluation.
- C. When the parent/guardian arrives at school, the Principal or Designee shall meet with him/her to discuss:
1. the seriousness of the situation;
  2. the need for an immediate suicide risk evaluation **THROUGH EMERGENCY MOBILE PSYCHIATRIC (211) SERVICES** or at a medical or mental health facility, or other appropriate evaluation(s);
  3. the need for continued monitoring of the student at home if he/she is released following the evaluation;
  4. referral to appropriate professional services outside the school system; and
  5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist and other appropriate individuals.
- E. The Principal or Designee shall document in writing the course of events, including what transpired at the meeting, and the outcome.
- F. The Principal or Designee shall inform the principal of the course of events and the outcome.
- G. The Principal or Designee may notify other staff, as necessary to protect the student and others.
- H. The Principal or Designee may refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
- I. If the parent/guardian is unable to come to school:
1. The Principal or Designee shall provide over the telephone information as to available resources outside and within the school system, and shall plan follow-up contacts.

2. The Principal or Designee will notify the parent/guardian of his/her intent to **EITHER CONTACT EMERGENCY MOBILE PSYCHIATRIC (211) SERVICES OR** and arrange transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (e.g., ambulance or police cruiser).
  3. Police may be notified if the student poses a threat to the safety of him/herself or others, or as dictated by other circumstances.
  4. The Principal or Designee shall document in writing the course of events and the outcome.
  5. The Principal or Designee shall inform the principal of the course of events and the outcome.
- J. If the parent/guardian does not agree with the school's determination that the student is in imminent danger or for any other reason refuses to take action.
1. The Principal or Designee shall meet with the building principal to develop an immediate plan focused on protection of the student.
  2. The Principal or Designee shall notify the parent/guardian of the plan and shall inform the parent/guardian that the Department of Children and Families (DCF) will be contacted and a medical neglect referral made, if the parent/guardian remains uncooperative (if the student is less than 18 years of age).
  3. The Principal or Designee shall **CONTACT EMERGENCY MOBILE PSYCHIATRIC (211) SERVICES OR** arrange for an emergency vehicle to transport the student to the hospital or an appropriate mental health facility; shall inform hospital staff of the situation; shall plan follow-up in relation to hospital staff or mental health facility staff decisions as to how to proceed.
  4. The Principal or Designee shall consult and cooperate with DCF as necessary.
  5. The Principal or Designee shall document in writing the course of events and the outcome.

- K. When a student assessed to have been "in imminent danger" returns to the school, the PPS staff member or the appropriate school-based team (if such referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, when necessary.

#### Suicide Education/Prevention - Students and Staff

- I. As part of the Tolland Schools' Health Education Curriculum and Developmental Guidance Curriculum, students will be educated regarding suicide risk factors and danger signals, and how they might appropriately respond if confronted with suicidal behavior, verbalizations, or thoughts.
- II. Annually, in-service training for school staff will be held in each school building to discuss suicide risk factors, danger signals, and the procedures outlined in these regulations.

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: February 9, 2011**

**SUBJECT: Birch Grove Primary School – Project No. 142-0064EA**

Attached is the Final Grant Application for a School Building Project (ED049F). Final costs and financing for the extension alteration project at Birch Grove Primary School are as shown. This project was funded at 52.50 % of eligible costs.

The Administration recommends that the following certification be approved by the Board of Education:

The Board approves as complete and accepts the school building project herein identified for public school purposes and certifies that:

- a. The project has been accepted by the architect and construction management firms,
- b. All change orders of this project have been approved by the State Department of Education,
- c. The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100% of the total cost of the project;
- d. All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account,
- e. The total sum noted in this application was expended for the school building project herein described, and
- f. Application is hereby made under provisions of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein.

Please note that Town Attorney Richard Conti has certified that all legislative and regulatory requirements, including C.G.S. Sections 10-287 (b) and 49-41, have been met in the awarding of contracts for this building project.

WDG:ca  
Attachment