

BOE Policy Committee Agenda
Monday, May 31, 2024, 10:00 am – 11:30 am
Municipal Building, BOE Conference Room
3 Primrose St. Newtown, CT 06470

CALL TO ORDER
IN ATTENDANCE
PUBLIC PARTICIPATION
APPROVE MINUTES May 13, 2024

OLD BUSINESS

Discussion and possible action:

Item	Reports
Policy 6153.1 – International Student Travel The committee will review feedback and/or questions from the BOE	<ul style="list-style-type: none"> • Discussion and Possible Action
Policy 6114 – Emergencies and Disaster Preparedness The committee will review the final edits from M. Pompano.	<ul style="list-style-type: none"> • Discussion and Possible Action • S. Connell will invite M. Pompano to this policy meeting.
Policy 6114.1 – Fire The committee will review the final edits from M. Pompano	<ul style="list-style-type: none"> • Discussion and Possible Action • S. Connell will invite M. Pompano to this policy meeting.
Policy 6114.7 – Safe Schools The committee will continue considering additional revisions to this policy.	<ul style="list-style-type: none"> • Discussion and Possible Action • S. Connell will invite M. Pompano to this policy meeting.

NEW BUSINESS

Discussion and possible action:

Item	Reports
Policy 3152 – Spending Public Funds for Advocacy The committee will review Newtown’s current policy.	<ul style="list-style-type: none"> • Discussion and Possible Action • S. Connell will reach out to Newtown Registrar of Voters for their input
Policy 5112 – Ages of Attendance The committee will discuss changes to this policy to be consistent with state statute.	<ul style="list-style-type: none"> • Discussion and Possible Action
Policy 6115 – Ceremonies and Observances The committee will review this required policy. Newtown’s current policy is 8-401.1.	<ul style="list-style-type: none"> • Discussion and Possible Action
Policy 6121 – Nondiscrimination in the Instructional Program The committee will review this required policy.	<ul style="list-style-type: none"> • Discussion and Possible Action

UPDATE FROM THE SUPERINTENDENT
PUBLIC PARTICIPATION
ADJOURNMENT

Instruction

Educational Tours

~~As a supplement to a particular course of instruction, Ss~~ Staff members may conduct educational tours, within or outside the District, the State of Connecticut or the United States, for the students or employees, or both, of any school or schools within the District. Such tour/trip is subject to District approval. Approval shall be based upon the educational relevancy to the proposed trip/tour.

Any approved trip/tour by the Board of Education (Board) to a destination outside of the United States shall be subject to U.S. State Department and Centers for Disease Control and Prevention travel advisories. In addition, any Board approved international student travel trip/tour requires registration of the trip with the local U.S. Embassy via the State Department's Smart Traveler Enrollment Program (STEP).

Foreign travel trips utilizing a tour company shall have the contract reviewed by the Board's attorney in advance of signing to ensure that it satisfies school Board policy and provides sufficient protection against liability. The District's policies shall apply, in addition to tour company requirements.

No student or employee may participate in such a tour unless he/she has accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour. Each student participating in the tour must provide an Emergency Treatment waiver signed by the parent or guardian to include emergency phone numbers and hospital insurance policy number and/or other data deemed necessary to implement this policy. Participation is dependent on meeting the deadline to visit a certified travel clinic, verification from a physician that student is fit for international travel, and compliance with district medication policy. School funds may not be used for any expenditures incurred on such a tour.

Employees entering into contracts or agreements with commercial agencies, without formal District approval, do so at their own risk. As such, any activity trip not approved by the Board is considered a private venture. The Board shall not be a co-sponsor of any such trip. Any distributed materials for such trips/tours must expressly and prominently state: "This program is not sponsored or endorsed by the Newtown School District." This disclaimer should appear on each item of tour/trip literature. The tour operator and/or the teacher sponsoring such trip shall acknowledge in writing to the Board that the trip/tour is not school or District sponsored or endorsed.

Alternate language:

~~As a supplement to a particular course of instruction, staff members may conduct educational tours, within or without the District, the State of Connecticut or the United States, for the students or employees, or both, of any school or schools within the District.~~

Instruction

~~Educational Tours~~

~~Alternate language: (continued)~~

~~Educational tour participants are required to have accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour. In addition, school funds may not be used for any expenditures incurred on such a tour, whereas school funds may be expended for a field trip. Each student participating in the tour must provide an Emergency Treatment waiver signed by the parent or guardian to include emergency phone numbers and hospital insurance policy number and/or other data deemed necessary to implement this policy.~~

- (cf. 1140 – Distribution of Materials to and by Students)
- (cf. 1140.1 – Distribution of Non-School Literature)
- (cf. 1324 – Fundraising)
- (cf. 1330 – Use of School Facilities)
- (cf. 3515 – Community Use of School Facilities)
- (cf. 6153 – Field Trips)
- (cf. 6153.11 – Non-Educational Field Trips)

Policy adopted:

rev. 4/15

CABE's optional regulation.

Instruction

Educational Tours

School Sponsored Tours

1. Administrative approval for the tour must be based upon educational relevancy. Requests for such trips shall include the essential outcomes/educational standards for the trip.
2. All school District policies, including those pertaining to student conduct shall apply to international student travel.
3. The District Central Office will review the District Insurance insurance must be reviewed with the insurance carrier to determine adequacy.
4. The participants on the tour, employees, and students, must show evidence of accident and health insurance. The Principal will have on file the documents which indicate that each participant of the tour has insurance and include the policy numbers when necessary.
5. Participation is dependent on meeting the deadline to visit a certified travel clinic, verification from a physician that student is fit for international travel, and compliance with the district medication policy.
6. The students and adults participating in the tour must be responsible for their own travel expenses and living expenses while on the tour. No school funds or educational funds will be utilized for any expenses incurred on such tours.
7. The Principal will be responsible to see that all Board of Education policies and administrative procedures are followed.
8. The Principal will be responsible for reviewing tours and will forward a recommendation concerning all suggested tours to the Superintendent for review.
9. Any tour out of the country shall then be forwarded to the Board of Education by the Superintendent with a recommendation for Board of Education consideration and possible approval. The recommendation will take into account any foreign travel warnings or cautions issued by the U.S. State Department.
10. Pre-approval in writing from the District's insurance company must be obtained by the District prior to departure.
11. A mandatory information meeting with students and their parents/guardians shall be held prior to the initiation of the tour. Parents and students shall be provided with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary. In addition, students and parents will be provided with the cost of the trip and the payment schedule.
12. Adequate supervision, based on the number of students and the travel involved, shall be provided by the District as directed by the Superintendent or his/her designee. This will include a minimum of two chaperones, ideally of different genders.

13. Chaperones shall be trained, as deemed necessary.
14. School District staff shall review acceptable standards of conduct with the students in advance of the trip/tour.
15. Student safety will be a primary consideration. School District staff sponsoring international student travel shall ensure chaperones and student participants register their travel with the Smart Traveler Enrollment Program (STEP) associated with the applicable US Embassy or Embassies. In the event an incident occurs requiring assistance from the US Embassy, the applicable District administrator incident commander will be notified.~~establish or procure written safety, crisis, and risk management plans.~~

Instruction

Educational Tours

School Sponsored Tours (continued)

16. All trip documents, signed medical disclosures and releases, etc., shall be retained at least until the expiration of the statute of limitations for filing a claim.
17. Permission forms and medical forms are to be reviewed by the Board's attorney.
18. Procedures are to be established for collecting pertinent health information including medical/prescription needs and for addressing students' health needs and any constraintseonstrains, including food allergies that might impact a student's ability to fully participate or keep up with the group's planned activities.
19. The tour company's contract is to be reviewed by the Board's attorney, prior to signature. All district policies shall apply, in addition to tour company requirements.

NonSchool Sponsored Tours

1. The District does not sponsor, provide, or facilitate non-school-sponsored international travel.
2. School District employees must not participate in or make arrangements for international travel involving District students that appear to be school sponsored.
3. ~~The teacher acting as a private agency must advise the school of intent to plan such tours.~~
4. ~~Students will not be contacted during regular school hours. The Principal may approve a limited number of meetings related to the proposed educational tour to be held in the school building. (*Alternate:* Meetings for non school sponsored international travel shall not be held on school property.)~~
5. ~~No pressure of any kind will be exerted on students to influence their participation.~~
6. ~~Clear and definitive statements from agents must accompany all materials and literature advising the Principal that the school is not in any way sponsoring or participating in the educational tour activity.~~
7. ~~The teacher acting as a private agency must file a list of participants ten days in advance of the intended trip in order to afford the school an opportunity to advise parents that the school is not sponsoring or participating in the educational tour.~~

Regulation approved:

rev. 4/15

Instruction

Emergencies and Disaster Preparedness

The Board of Education, shall establish using a District Security and Safe Ceommittee (“DSSC”) composed of the Superintendent, the Director of Security and other designated district personnel as the Superintendent may determine. The DSSC, shall develop and maintain the District’s Emergency Oeperations Pplans (“EOP”) including district-level and individual school-level security and safety plans. recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors. Such security and safety plans shall utilize an all-hazards approach and utilize the School Security and Safety Plan standards template made available by the Department of Emergency Services and Public Protection and Public Division Department of Emergency Management and Homeland Security (DESPP/DEMHS). The district-level and individual school-level security and safety plans shall be in compliance with the National Incident Management System (NIMS), and incorporate the National Incident Command System and will adhere to the requirements of state law, and be based upon the School Security and Safety Plan Standards issued by the Department of Emergency Services and Public Protection.

The Superintendent shall be responsible for the EOP in partnership with the Director of Security and the DSSC. The DSSC shall meet on a regular basis and will rely on community involvement, including but not limited to the chief executive officer of the municipality, law enforcement, fire, public health, and emergency medical servicesmanagement to develop and maintain the EOP, including distriet level and individual school level security and safety plans. At least one Board of Education member shall serve as a Board liaison to the DSSC, and the Superintendent shall report to the full Board of Education on matters of security and safety promptly following each meeting of the DSSC.

Each school shall establish a school security and safety committee (“SSSC”), to meet at least annually, that will assist in the development and implementation of the school’s security and safety plan. In accordance with statutory requirements, each SSSC shall consist of a local police officer, a local first responder, a teacher, an administrative employee of the school, a mental health professional, a parent or guardian of a student enrolled at the school, and any other person the Board deems necessary. Similar to the DSSC, the SSSC should invite subject matter experts to participate in the committee as needed, including, for example, the public works director, the high school student council president, and/or the food services director. The Director of Security shall work closely with school principals and their respective SSSC to develop the district wide and individual school security and safety plans. Each individual school security and safety plan and any subsequent changes shall be approved in writing by the Superintendent. Each individual school security and safety plan shall be reviewed annually, and updated, as necessary.

Each SSSC, in consultation with local law enforcement, fire, emergency management, public health, and emergency medical services shall provide violence prevention training in a manner prescribed in the plan. Each school security and safety plan shall also provide an orientation on the plan to each school employee. The Board of Education shall direct the Superintendent and/or their designee to conduct a security and vulnerability assessment of each school every two years, the results of which shall be incorporated into the EOP, as may be necessary, including district-level and individual school security and safety plans, and reported to the DESPP/DEMHS Regional Coordinator. By November 1st of each year, the Board shall submit to the DESPP/DEMHS Coordinator a copy of its plan for that year.

The Board of Education shall direct the Superintendent and/ or their designee to conduct a security vulnerability assessment of each school every two years; the results of which shall be incorporated into the EOP, as may be necessary, including district-level and individual school security and safety plans, and reported to the DEMHS Regional Coordinator.

P6114 (b)

Instruction

Emergencies and Disaster Preparedness

A crisis management plan shall be developed and maintained as part of the EOP and included in each school's security and safety plan to ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. The crisis management plan shall be developed and maintained within the context of the four recognized plans for crisis management (1) Preparedness, (2) Response, (3) Recovery, and (4) Mitigation. In accordance with Policy 6114.1, district-level and school-level emergency response drill activities related to fire safety and other emergencies will be conducted by the District to ensure adherence to EOP and individual school security and safety plan processes and procedures, incident command, internal and external communication, and the orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited, to the following:

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

The Superintendent, or his/her designee, is responsible for maintaining communication with other community agencies to share information on preparedness and planned emergency

response procedures set forth in the EOP. It shall also be the responsibility of the Superintendent shall also ensure that each school in the district works in cooperation with these other community agencies during such emergencies.

Emergency preparedness and response procedures should be periodically discussed with teachers, parents/guardians and students as deemed appropriate by the district and/or individual school-level administrators. All District personnel shall receive training on such school security plan and violence prevention training as prescribed in the school security plan. Each classroom shall have ready access to emergency response procedures, including, but not limited to fire, safe school mode, shelter in place, and evacuation ("Classroom Emergency Materials") and such Classroom Emergency Materials as are appropriate for public dissemination shall be made readily accessible to parents/guardians at the start of each school year and thereafter at any time upon request. All District personnel shall make themselves familiar with these procedures.

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

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

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

First Aid

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

~~(cf. 5141.6 – Crisis Prevention/Response)~~

~~(cf. 5142 – Student Safety)~~

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

~~(cf. 6114.3 – Bomb Threats and Explosive Devices)~~

~~(cf. 6114.6 – Emergency Closings)~~

~~(cf. 6114.7 – Safe SchoolsSchool Security and Safety)~~

Legal References:

Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or

medication by injection. School personnel not required to administer or render.
P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)

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

10-222n – School security and safety plan standards

State Standards:

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards.*

Policy adopted: New, 6/3/2014

Policy amended:

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

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than ~~thirty ten~~ days after the first day of school each school year. In addition to the initial fire drill, each school shall conduct a safe school mode drill, shelter in place drill, fire/ campus evacuation drill and a lockdown drill no later than thirty days after the first day of school. Afterwards, Aa crisis response drill shall be substituted for one of the required monthly school fire drills every three months. All emergency response drills shall be scheduled and the results documented in the district's emergency exercise software.

Each Building Principal shall prepare a ~~definite~~ comprehensive fire emergency plan, ~~and furnish to all teachers and students information~~ as to route and manner of exit ~~and furnish it to all staff and students~~. Fire drills shall be planned ~~in such a way as and~~ conducted to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The ~~Board shall develop format of the~~ crisis response drill ~~protocols shall be developed~~ in consultation with the ~~appropriate law enforcement agency and the District Security and Safety Committee (DSSC).~~ ~~appropriate local law enforcement agency District Security and Safety Committee (DSSC).~~ Such protocols shall meet the statutory requirements. Further, a representative of the ~~local~~ law enforcement agency, ~~fire department, and/or town emergency management team may~~ supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of ~~fire evacuation, safe school mode lock-in open lockdown, lock-in closed~~ lockdown, ~~campus~~ evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of ~~these~~ crisis response drills.

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

The school bus transportation company (contractor) shall conduct a minimum of two (2) bus safety drills each school year. The purpose of these drills is to educate students in safe riding practices, and how to safely and expeditiously evacuate a school bus during an emergency incident. At least one of these drills shall require students to actually physically perform the evacuation procedures. The transportation company shall coordinate the dates and times of bus safety drills in advance with each school principal to ensure that local first responders have the opportunity to evaluate, score, and provide feedback. The Board's contract with the transportation company shall require these bus safety drills to be completed.

Principals shall ~~keep-maintain~~ a record of all fire, ~~and~~ crisis response and bus safety drills held in their schools ~~in the district's emergency exercise software~~, stating the date, ~~and time~~ the drill was held, ~~and the time required for the response protocols utilized into complete~~ the drill utilizing the appropriate response procedures, actions taken prior to the drill to notify parents/ students of the drill (if needed), as well as actions taken following the drill to address opportunities for improvement. They shall furnish such

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reports to the Superintendent or his designate as may from time to time be required.

As required by Connecticut General Statutes § 10-222n, local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes § 10-231. "Public Safety Officials" include the local emergency management director, fire marshal, building inspector and emergency medical services representative. Each of the named officials shall evaluate and provide feedback on a representative sampling of fire/crisis response drills each year. The Board of Education shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

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

Legal References: Connecticut General Statutes

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

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

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

10-222n – School security and safety plan standards

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

Instruction

School Security and Safety

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

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

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

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

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

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

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

~~compliant with the standards for such plans issued by the Department of Emergency Services and Public Protection (DESPP).~~

P6114.7(b)

Instruction

School Security and Safety (continued)

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

Mitigation/Prevention addresses what schools and the District can do to reduce or eliminate the risk to life and property.

Preparedness focuses on the process of planning for the worst-case scenario.

Response is devoted to the steps to take during a crisis.

Recovery pertains to how to restore the learning and teaching environment after a crisis.

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

(cf. 5131 - Conduct at School and Activities)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Drugs/Alcohol and Tobacco)

(cf. 5131.8 - Out of School Misconduct)

(cf. 5131.9 - Gang Action by or Association)

(cf. 5141.6 - Crisis Management Plan)

(cf. 5146 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5147 - Suicide Prevention)

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5144 - Administering Medications)

Instruction

School Security and Safety (continued)

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

Legal Reference: Connecticut General Statutes

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

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

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

The Board of Education recognizes that C.G.S. 9-369b prohibits the expenditure of municipal funds to influence a vote on a pending referendum question. This includes the dissemination of printed materials and the preparation of video and website presentations. The Superintendent is directed to avoid violating this prohibition which applies to in-kind expenditures as well as direct expenditures of money. Individuals violating this prohibition are personally liable.

The Board recognizes that public funds may be expended concerning a referendum when the following conditions are met:

1. By vote of the legislative body, the town may authorize the preparation and printing of concise explanatory texts concerning referenda proposals. The Town Clerk is responsible for preparing the text subject to the approval of the town attorney who shall assure that such text does not advocate either the approval or disapproval of the proposal or question. The town's legislative body may also authorize the preparation and printing of materials concerning any referendum proposal or question in addition to the explanatory text. Such materials are also subject to the approval of the town council and must be neutral, advocating neither approval nor disapproval of the referendum question.
2. A public official may expend public funds to prepare a written, printed or typed summary of his/her view on a referendum issue and distribute that summary to the news media at a bona fide press conference. Such summary may express support or opposition to the referendum question. The summary may be provided upon request to members of the public. Public funds may not be used to provide for a general distribution of the summary.
3. The Superintendent or Board members may respond to a constituent request for information concerning the referendum, including personal views.
4. The town via public ordinance may provide for the preparation and printing of concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors of the town at a referendum. The ordinance must provide for a committee to prepare such summaries, with members representing the various viewpoints. The committee shall provide an opportunity for public comment on such summaries to the extent practicable. Such summaries must be approved by vote of the town's legislative body or any other municipal body designated by the ordinance, and posted and distributed by the Town Clerk. Each summary shall contain language clearly stating that the printing of the summary does not constitute an endorsement by or represent the official position of the municipality.
5. The school District will not use its automated calling system, electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging parents/guardians and students about the time, date and place concerning referenda and encouraging them to vote. This prohibition shall not apply to a regularly published newsletter or similar publication.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

The Board recognizes that school officials and Board members retain their First Amendment rights to express their position on the proposed school budget or other referendum questions. The prohibition contained in this policy only pertains to the expenditure of public funds.

It is further recognized that individuals, individually or collectively, can spend private funds to advocate for a referendum result, as they see fit, as permitted by the regulations of the State Elections Enforcement Commission.

The Board further recognizes the statutory right of any community member to bring a complaint if such individual claims to have been aggrieved in connection with a referendum by (1) an election official's ruling, (2) a mistake in the vote count, or (3) a violation of prohibited acts concerning absentee voting. A person may file a complaint with any judge of the Superior Court.

Legal Reference: Connecticut General Statutes
 9-355 Official neglect or fraud
 9-357 Fraudulent registration
 9-358 False swearing before registrar, moderator or board
 9-359 Absentee ballots
 9-359a False statement in absentee balloting. Class D felony
 9-360 Fraudulent voting
 9-361 Primary or enrollment violations
 9-369b Explanatory text related to lead question. Expenditures of state and
 municipal funds to influence vote prohibited. Exception. Civil penalty. (as
 amended by PA 00-92, PA 04-117 and PA 13-247)

Policy adopted: April 4, 2016

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

1. Spending Public Funds to Inform Citizens Regarding Referenda

Section 9-369b, Connecticut General Statutes is the exclusive method by which a municipality or regional school district could expend public funds for printing and distribution of information concerning a referendum question. It sets forth the following conditions for such expenditure:

- a. A vote of the municipality's legislative body is needed to authorize the "explanatory text";
- b. The preparation of the text must be made by the municipal clerk and approved by the municipal attorney;
- c. The text shall specify the intent and purpose of each referendum or question; and
- d. Such text shall not advocate either the approval or the disapproval of the referendum proposal or question.

Materials in addition to the explanatory text may now be prepared and printed with public funds if they (1) do not advocate either the approval or disapproval of the referendum; (2) are authorized by vote of the local legislative body; and (3) are approved by the municipal attorney.

2. Expenditure of Public Funds for Advocacy Prohibited When a Referendum is Pending

With two exceptions discussed below, no expenditure of state, municipal or regional school district funds can be made to influence any person to vote for approval or disapproval of any referendum question. The ban applies when a referendum is pending.

A referendum question is pending when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum. For example, a referendum is pending when a sufficient number of signatures have been certified by the Town Clerk under C.G.S. 7-7 or when the selectmen, or other authorized government official, have determined that a referendum will be conducted.

3. Pro-Con Summaries

By ordinance, a municipality may provide for the preparation and printing of concise summaries of arguments in favor of and opposed to a referendum question for which an explanatory text is prepared under Section 9-369b(a) or (b). The ordinance must provide for a committee to prepare these summaries. Other conditions for this exception are specified in Section 9-369b(d).

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

4. Press Releases and Constituent Responses Permitted

The other exception is that an official can express his/her views on pending referendum at a bona fide news conference, and may use public funds, facilities, and supplies to prepare a press release to be disseminated at the conference. Also, an official may use public funds, facilities and supplies to respond to a constituent request for information concerning the referendum, including the official's views. The exception is lost however, if the official responds to the citizen's request with the knowledge that the response will be disseminated to others in the community.

5. Children in School as Couriers

Children in school may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via children in school.

6. Use of School Teachers, Administrators, Facilities, Supplies, and Equipment Prohibited

The prohibition on state and municipal funds also applies to the use of school facilities, supplies, and equipment and postal permits to advocate a position on a referendum. For example, parent teacher organizations and school administrators may not use school equipment to prepare or copy advocacy material even if the town, regional district or school system is reimbursed for such use. This prohibition also extends to the use of a school's public address system to advocate a result of a referendum.

7. Use of School Facilities by Outside Political Committees and Organizations for Meetings or Rallies

School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such committees or groups on a non-discriminatory basis. A charge can be made for the use of school facilities for this purpose and all groups or committees must be charged the same.

8. What Constitutes Advocacy?

A communication advocates a position on a referendum when in part, or taken as a whole, it urges the listener or reader to vote in a particular manner. The style, tenor, and timing of a communication are factors which are considered by the Commission when reviewing alleged improprieties of Section 9-369b.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

9. Civil Penalties for Violations

The State Elections Enforcement Commission may impose a civil penalty against any official who violates Section 9-369b(a), in an amount not exceeding twice the amount of the improper expenditure or \$1,000, whichever is greater. The official is personally liable for the penalty and cannot be reimbursed or indemnified by the state, regional school district or municipality for payment of a civil penalty.

10. Political Committees to Promote Referenda

Under Chapter 150 of the General Statutes, public officials and citizens alike may join together to advocate their views on a referendum by registering a political committee with the clerk of the municipality in which the referendum is to be held. Upon its registration, the political committee is permitted to solicit, receive and expend private funds to promote the success or defeat to a referendum question. If less than \$500 is expected to be collected or spent, a group may file a certification of exemption in lieu of a political committee registration form.

11. Independent Personal Expenditures

Any citizen or public official may independently (acting alone) make expenditures of his/her own funds to promote the success or defeat of a referendum question without forming a political committee in conformance with Chapter 150, Connecticut General Statutes. However, once such individual spends more than \$1,000 to promote the success or defeat of a referendum question, he/she must file statements according to the same schedule and in the same manner as is required of a campaign treasurer of a political committee under Section 9-333j.

12. Use of Automated Calling Systems

The school district is not allowed to use its automated calling system, electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging parents/guardians and students about the time, date and place concerning referenda and encouraging them to vote. This prohibition shall not apply to a regularly published newsletter or similar publication.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

Legal Reference: Connecticut General Statutes

9-333j Statements to be filed by campaign treasurers. Treatment of surplus or deficit. Filing dates.

9-369b Explanatory text related to lead question. Expenditures of state and municipal funds to influence vote prohibited. Exception. Civil penalty. (as amended by PA 00-92, PA 04-117 and PA 13-247)

Students

Ages of Attendance

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons five years of age and older, having attained age five on or before the first day of January of any school year, and under twenty-one years of age who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. Children who have not attained the age of five on or before the first day of January will not be admitted to kindergarten unless the student meets the requirements of Policy 5111. Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age must consent to such child's withdrawal from school. For the school year commencing July 1, 2011 and each school year thereafter, the parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to the District not later than ten (10) schooldays after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

Students

Ages of Attendance (continued)

(cf. 5111 - Admission/Placement)
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157 and PA 09-6 (September Special Session)

10-186 Duties of local and regional boards of education re school attendance. Hearings.

Appeals to State Board. Establishment of hearing board

10-233a - 10-233f Inclusive; re: suspend, expel, removal of students

10-233c Suspension of students

10-233d Expulsion of pupils

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

It is mandated to have a sample policy pertaining to the Pledge of Allegiance.

Instruction

Pledge of Allegiance

Each district school shall provide time each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If, due to personal philosophy or belief, a student has made the personal decision not to recite the "Pledge," he/she/they may choose to remain seated and silent. Students may wish to use this time to reflect. All students must be courteous and respectful of the beliefs of others.

[Alternate language: Non-participants are expected to maintain order and decorum appropriate to the school environment.]

Legal Reference: Connecticut General Statutes
10-16a Silent meditation.
10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations
10-230 Flags for schoolrooms and schools
PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

Policy adopted:

rev. 6/02
rev 5/03
rev 7/23

SCHOOL CEREMONIES AND OBSERVANCES

Activities within our schools will conform to the first amendment of the constitution of the United States concerning the separation of church and state, as construed by decisions of the United States Supreme Court.

Sample policy to consider.

Instruction

Nondiscrimination in the Instructional Program

This school system pledges to avoid discriminatory actions and seeks to foster constructive human and educational relations which will help to attain:

1. equal rights and opportunities for students and staff members in the school community.
2. equal opportunity for all students to participate in the total school program of the schools.
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. training opportunities for improving staff ability and responsiveness to educational and social needs.
5. opportunities in educational programs which are broadly available to all students.
6. an appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting.

Students, at the time they become eligible for participation, will be advised of their right to an equal opportunity to participate in school programs without discrimination of any kind.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

10-15c Discrimination in public school prohibited.

10-18a Contents of textbooks and other general instructional materials.

10-226a Pupils of racial minorities.

10-145a(b) Certificates of qualification for teachers; Intergroup relations programs.

10-220 Duties of boards of education, as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.

Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et seq. Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

Another version to consider.

Instruction

Nondiscrimination in the Instructional Program

This school district pledges to avoid discriminatory actions and seeks to foster constructive human and educational relations.

Students who are eligible for participation in school programs have a right to an equal opportunity to participate in such school programs without discrimination of any kind.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

10-15c Discrimination in public school prohibited.

10-18a Contents of textbooks and other general instructional materials.

10-226a Pupils of racial minorities.

10-145a(b) Certificates of qualification for teachers; Intergroup relations programs.

Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et seq Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

Policy adopted:

rev 3/24