

WESTPORT BOARD OF EDUCATION

***REVISED AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE

7:30 p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

Dr. David Abbey

DISCUSSION/ACTION

- 1. 2019-20 Board Committees

Board Chair

MINUTES: November 11, 2019 *pages 1-4*

PRESENTATION

- 1. Rebalancing/Split Feeder: Milone and MacBroom

Mr. Mike Zuba

DISCUSSION

- 1. Preliminary Strategies for Addressing the Master Plan Facilities Study for the Westport Public Schools
- 2. Master Plan Facilities Study for the Westport Public Schools Release to the Public
- 3. Redistricting Questions, *pages 5-21*
- 4. Update on Policy Committee and First Reading of the Following Policies:
 - 5141.4, Reporting of Suspected Child Abuse, Neglect, or Sexual Assault (revised, renumbered), *pages 23-33*
 - 5113.2, Attendance, Truancy, and Chronic Absenteeism (revised, renumbered), *pages 35-36*
 - 3542.43, Food Service Charging Policy (new), *pages 37-40*

Ted Hunyadi

Board Chair

(Encl.)

Dr. Anthony Buono

(Encl.)

Ms. Karen Kleine

DISCUSSION/ACTION

- 1. Authorization of the Superintendent to Seek Approval from the RTM to Apply for Reimbursement for the Coleytown Middle School Building Project
- 2. Virtual Net Metering – Solar Power Services Agreement
- 3. Second Reading of the Following Policies and Regulations:
 - 0200, Statement of Educational Goals and Student Objectives (new), *pages 41-43*

Mr. Elio Longo

Mr. Elio Longo

(Encl.)

Ms. Karen Kleine

- 3541.5, Reporting of Transportation Safety Complaints (new), *page 45*
- 6115, School Ceremonies and Observances (new), *pages 47-49*
- 3515, Use of School Facilities (revised), *pages 51-58*
- 5141.3, Health Assessments and Immunizations (revised), *pages 59-62*

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m.

The meeting can also be viewed on Cablevision on channel 78; Frontier channel 6021 and by video stream @www.westportps.org

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

WESTPORT BOARD OF EDUCATION

Board Members Present:

Mark Mathias Chair
Jeannie Smith Vice Chair
Elaine Whitney Secretary
Karen Kleine
Vik Muktavaram
Neil Phillips

Administrators Present:

David Abbey Interim Superintendent
Anthony Buono Asst. Superintendent, Teaching and Learning
Tina Mannarino Asst. Superintendent, Pupil Personnel Services
Elio Longo Chief Financial Officer
John Bayers Director of Human Resources

Absent:

Candice Savin

PUBLIC CALL TO ORDER: 7:35 p.m., Staples High School, Cafeteria B (Room 301)

RECOGNITION OF MARK MATHIAS for 16 years of service to the Westport Public Board of Education

RECOGNITION OF NEIL PHILLIPS for one year of service to the Westport Board of Education

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS

MINUTES: October 21, 2019

Elaine Whitney moved to approve the minutes of October 7 and 21, 2019; seconded by Jeannie Smith and passed unanimously.

PRESENTATION

Superintendent Search

Virtual Net Metering – Sustainable Westport

Enrollment Projections: Milone and MacBroom

DISCUSSION

Development and Assignment of Redistricting Questions

DISCUSSION/ACTION

Gifts

Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation the donation of a Trixon 4.3 Octave Marimba to the Staples Music Department by Lauren Goodman.

Be it further resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation the donation of a Yamaha N2 Electronic Piano for the Long Lots Elementary School music classroom by Joel Pitkin.

Be it further resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation the donation of \$3,500 by the SES PTA for the cost of composting at Saugatuck Elementary School for the 2019-2020 school year.

MOTION: Mark Mathias
SECOND: Neil Phillips
RESULT: Passed Unanimously
VOTE: 6-0

Appointment of the Westport Public Art Collections Committee (WestPAC) as the Agent to Maintain and Manage the Westport Art Collection and Adoption of Collection Management Guidelines

Be it resolved, that upon the recommendation of the Westport Arts Advisory Committee, the Westport Board of Education re-appoints the Westport Public Art Collections (WestPAC) Committee (a subcommittee of Arts Advisory Committee) as the agent to maintain and manage the Westport Public Art Collections, which include the Westport Schools Permanent Art Collection and Westport Art Collection, for a five-year term beginning as of July 1, 2019.

Be it further resolved, that upon the recommendation of the Westport Arts Advisory Committee, the Westport Board of Education adopts the Collection Management Guidelines for the ongoing management and maintenance of the Westport Public Art Collections, which include the Westport Schools Permanent Art Collection and Westport Art Collection.

MOTION: Karen Kleine
SECOND: Mark Mathias
RESULT: Passed Unanimously
VOTE: 6-0

Discussion of Proposed Board of Education Meeting Dates

Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a calendar of scheduled public meetings for the period July 1, 2020, through June 30, 2021, as discussed at the meeting of November 11, 2019.

MOTION: Mark Mathias
SECOND: Neil Phillips
RESULT: Passed Unanimously
VOTE: 6-0

Second Reading of the Following Policies and Bylaws:

- P4118.11/4218.11, Nondiscrimination (amendment, number change)
- P4118.234, Prohibition on Recommendations for Psychotropic Drugs (new)
- P5118.1, Homeless Children and Youth (new)
- P5125.11, Health/Medical Records (HIPPA) (new)
- P5131.7, Weapons and Dangerous Instruments (new)
- P5144.4, Physical Activity and Student Discipline (new)
- P4212.42, Drug and Alcohol Testing for Bus Drivers (new)
- P5145.511, Sexual Abuse Prevention Education Program (new)
- B9324, Meeting Conduct (new)

Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves:

- ***The amendment of Policy 4111.1/4211.1, Nondiscrimination, and renumbering of said policy to 4118.11/4218.11,***
- ***The creation of Policy 4118.234, Prohibition on Recommendations for Psychotropic Drugs,***
- ***The creation of Policy 5118.1, Homeless Children and Youth,***
- ***The creation of Policy 5125.11, Health/Medical Records (HIPPA),***
- ***The creation of Policy 5131.7, Weapons and Dangerous Instruments,***
- ***The creation of Policy 5144.4, Physical Activity and Student Discipline,***
- ***The creation of Policy 4212.42, Drug and Alcohol Testing for Bus Drivers,***
- ***The creation of Policy 5145.511, Sexual Abuse Prevention Education Program, as amended at the meeting of November 11, 2019, and***
- ***The creation of Bylaw 9324, Meeting Conduct, as amended at the meeting of November 11, 2019.***

MOTION: Karen Kleine
SECOND: Mark Mathias
RESULT: Passed Unanimously
VOTE: 6-0

DISCUSSION

FY 20 First Quarter Financial Report

At 10:39 p.m., Mark Mathias moved to extend the meeting to cover the remaining agenda item, as it was after 10:30 p.m.; seconded by Karen Kleine and passed unanimously.

Update on Policy Committee and First Reading of the Following:

- Policy 0200, Statement of Educational Goals and Student Objectives (new)
- Policy 3541.5, Reporting of Transportation Safety Complaints (new)
- Policy 6115, School Ceremonies and Observances (new)
- Policy and Regulation 3515, Use of School Facilities (revised)
- Policy 5141.3, Health Assessments and Immunizations (new)

ADJOURNMENT: Mark Mathias moved to adjourn at 10:42 p.m.; seconded by Neil Phillips and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary, Board of Education
(Minutes written by Lisa Marriott)

DRAFT



Rebalancing Options: Supporting Information November 15, 2019



The BoE's primary goal for redistricting is to improve the enrollment balance at both middle schools so that it can ensure the viability of each school and equity for all students.

Guiding Criteria

- Instructional Model: maintain a minimum of 2 teams per grade with 4 teachers per team at each of the middle schools.
- Utilization: promote reasonable balancing of enrollment of schools to avoid over-utilization or under-utilization of facilities.
- Proximity: keep distances traveled by students as short as possible. This may result in students going to first or second nearest school.
- Equity: provide access to the same resources and programming for all students.
- Sustainability: ensure long-term sustainability of plan – 5 & 10 years.
- Disruption: minimize impact to families by not having a split feeder pattern at any of the Els.

Redistricting options are guided by and weighed against these criteria to evaluate their viability.

Westport Middle Schools Historic Enrollment and Class Sizes

BMS	Gr. 6	Class Ave.	BMS/CMS difference	Gr. 7	Class Ave.	BMS/CMS difference	Gr. 8	Class Ave.	BMS/CMS difference	Total
10/1/2010	284	23.7	4.5	270	22.5	0.6	280	23.3	3.0	834
10/1/2011	286	23.8	2.1	282	23.5	4.3	284	23.7	2.2	852
10/1/2012	298	24.8	2.2	287	23.9	2.0	283	23.6	4.1	868
10/1/2013	273	22.8	1.1	295	24.6	1.0	290	24.2	2.8	858
10/1/2014	282	23.5	0.3	275	22.9	1.7	297	24.8	0.8	854
10/1/2015	269	22.4	1.2	283	23.6	0.5	283	23.6	2.0	835
10/1/2016	285	23.8	3.1	283	23.6	2.6	289	24.1	1.6	857
10/1/2017	281	23.4	4.4	288	24.0	3.8	287	23.9	3.0	856
10/1/2018	282	23.5	5.3	283	23.6	5.2	294	24.5	4.0	859
10/1/2019	271	22.6	4.0	262	21.8	3.2	276	23.0	3.9	809
		23.4			23.4			23.9		
CMS	Gr. 6	Class Ave.		Gr. 7	Class Ave.		Gr. 8	Class Ave.		Total
10/1/2010	153	19.1		175	21.9		163	20.4		491
10/1/2011	174	21.8		154	19.3		172	21.5		500
10/1/2012	181	22.6		175	21.9		156	19.5		512
10/1/2013	173	21.6		189	23.6		171	21.4		533
10/1/2014	186	23.3		170	21.3		192	24.0		548
10/1/2015	170	21.3		185	23.1		173	21.6		528
10/1/2016	165	20.6		168	21.0		180	22.5		513
10/1/2017	152	19.0		162	20.3		167	20.9		481
10/1/2018	146	18.3		147	18.4		164	20.5		457
10/1/2019	149	18.6		149	18.6		153	19.1		451
		20.6			20.9			21.1		

DRG A Comparison Data (2019-20)

District	Team Structure	Avg. Class Size
Darien	4 teacher teams	22-24
New Cannan	6th grade: two 4-teacher teams & one 6-teacher team; 7th and 8th grade: four 4-teacher teams	20-22
Ridgefield	4 teacher teams	21-23
Wilton	6 teacher teams, 5 core including one reading, one writing and WL	20-22
Weston	5 teacher teams (WL on team)	22-24
Westport	4 teacher teams, 6 teacher teams, 8 teacher teams	23-24



WESTPORT PUBLIC SCHOOLS

BUFFY BARRY

*Coordinator of Transportation
and other Business Services*

110 Myrtle Avenue
Westport, Connecticut 06880
Telephone: (203) 341-1754
bbarry@westportps.org

TO: Anthony Buono
Assistant Superintendent of Teaching & Learning

SUBJECT: Split Feeder Option

DATE: November 18, 2019

The first year, the Split Feeder Option would send approximately 50 students to Coleytown Middle School. The second year, would bring approximately 50 additional students and the 3rd year would bring approximately 50 totaling 150. Taking into consideration the area/distance to be covered and time needed to make the stops, we would need to add:

	# of Buses	Type of Bus	# of Days	Contracted Rate	Total
2020-2021	2	4.25 Type 1	182	\$526.51	\$191,649.64
2021-2022	2	4.25 Type 1	182	\$555.47	\$202,191.08
2022-2023	1	4.25 Type 1	182	\$584.63	\$101,095.54

By the 3rd year the number of students going to Bedford will have decreased; therefore, we anticipate being able to decrease the number of buses by 1. We can then use one of Bedford Middle School's buses for Coleytown Middle School.

Please let me know if you require additional information.



Rebalancing Schools Budgetary Impact

November 19, 2019

Plausible Solution I:



Revert back to traditional attendance zones for BMS and CMS with three 4-teacher teams at BMS and two 4-teacher teams at CMS.

Plausible Solution I: Budgetary Implications - YOY



Account	Position	FTE	Total Salary	Benefits	Total
102	Core	6.0	\$ 66,880.00	\$ 22,000.00	\$ 533,280.00
100	Assistant Principal	1.0	\$ 174,132.00	\$ 22,000.00	\$ 196,132.00
107	Library Media Specialist	1.0	\$ 66,880.00	\$ 22,000.00	\$ 88,880.00
121	Secretaries	0.5	\$ 55,000.00	\$ -	\$ 27,500.00
122	Library Paraprofessional	1.0	\$ 28,500.00	\$ 22,000.00	\$ 50,500.00
124	Custodians	2.0	\$ 43,000.00	\$ 22,000.00	\$ 130,000.00
127	Health Assistant	1.0	\$ 32,100.00	\$ 22,000.00	\$ 54,100.00
150	Permanent Building Substitute	1.0	\$ 14,400.00	\$ -	\$ 14,400.00
510	Transportation				\$ 0
				Total	\$ 1,094,792.00

Plausible Solution II:



Balance both BMS and CMS so that each houses two 4-teacher teams per grade (excluding students currently in enrolled in middle school)

Split Feeder Pattern:



Some students from an elementary school go to Bedford Middle School and some go to Coleytown Middle School.

Plausible Solution II: Budgetary Implications Year 1



Account	Position	FTE	Total Salary	Benefits	Total
102	Core	2.0	\$ 66,880.00	\$ 22,000.00	\$ 177,760
100	Assistant Principal	1.0	\$ 174,132.00	\$ 22,000.00	\$ 196,132
107	Library Media Specialist	1.0	\$ 66,880.00	\$ 22,000.00	\$ 88,880
121	Secretaries	0.5	\$ 55,000.00	\$ -	\$ 27,500
122	Library Paraprofessional	1.0	\$ 28,500.00	\$ 22,000.00	\$ 50,500
124	Custodians	2.0	\$ 43,000.00	\$ 22,000.00	\$ 130,000
127	Health Assistant	1.0	\$ 32,100.00	\$ 22,000.00	\$ 54,100
150	Permanent Building Substitute	1.0	\$ 14,400.00	\$ -	\$ 14,400
510	Transportation				\$191,650
				Total	\$ 930,922

Plausible Solution II: Budgetary Implications Year 2



Account	Position	FTE	Total Salary	Benefits	Total
102	Core	-4.0	\$ 66,880.00	\$ 22,000.00	\$ (355,520)
100	Assistant Principal	1.0	\$ 174,132.00	\$ 22,000.00	\$ 196,132
107	Library Media Specialist	1.0	\$ 66,880.00	\$ 22,000.00	\$ 88,880
121	Secretaries	0.5	\$ 55,000.00	\$ -	\$ 27,500
122	Library Paraprofessional	1.0	\$ 28,500.00	\$ 22,000.00	\$ 50,500
124	Custodians	2.0	\$ 43,000.00	\$ 22,000.00	\$ 130,000
127	Health Assistant	1.0	\$ 32,100.00	\$ 22,000.00	\$ 54,100
150	Permanent Building Substitute	1.0	\$ 14,400.00	\$ -	\$ 14,400
510	Transportation				\$202,191
				Total	\$ 408,183

Plausible Solution II: Budgetary Implications Year 3



Account	Position	FTE	Total Salary	Benefits	Total
102	Core	-4.0	\$ 66,880.00	\$ 22,000.00	\$ (355,520)
100	Assistant Principal	1.0	\$ 174,132.00	\$ 22,000.00	\$ 196,132
107	Library Media Specialist	1.0	\$ 66,880.00	\$ 22,000.00	\$ 88,880
121	Secretaries	0.5	\$ 55,000.00	\$ -	\$ 27,500
122	Library Paraprofessional	1.0	\$ 28,500.00	\$ 22,000.00	\$ 50,500
124	Custodians	2.0	\$ 43,000.00	\$ 22,000.00	\$ 130,000
127	Health Assistant	1.0	\$ 32,100.00	\$ 22,000.00	\$ 54,100
150	Permanent Building Substitute	1.0	\$ 14,400.00	\$ -	\$ 14,400
510	Transportation				\$101,096
				Total	\$ 307,088

Cost Comparison: Solution I and Solution II



PLAUSIBLE SOLUTION 1							
	Incremental	Total		Estimated	Transporation	Total	
	FTE	FTE	Salary	Benefits		Cost	
Year 0 (2019-20)	-	54	\$5,183,959	\$1,080,000	\$-	\$6,263,959	
Year 1 (2020-21)	6	60	\$5,585,239	\$1,212,000	\$-	\$6,797,239	
Year 2 (2021-22)	0	60	\$5,585,239	\$1,212,000	\$-	\$6,797,239	
Year 3 (2022-23)	0	60	\$5,585,239	\$1,212,000	\$-	\$6,797,239	
						\$20,391,717	
PLAUSIBLE SOLUTION 2							
	Incremental	Total		Estimated	Transporation	Total	difference
	FTE	FTE	Salary	Benefits		Cost	
Year 0 (2019-20)	-	54	\$5,183,959	\$1,080,000	\$-	\$6,263,959	
Year 1 (2020-21)	2	56	\$5,317,719	\$1,124,000	\$191,650	\$6,633,369	\$(163,870)
Year 2 (2021-22)	-4	52	\$5,050,199	\$1,036,000	\$202,191	\$6,288,390	\$(508,849)
Year 3 (2022-23)	-4	48	\$4,782,679	\$948,000	\$101,096	\$5,831,775	\$(965,464)
						\$18,753,534	\$(1,638,183)

Grades 6-8 return to Coleytown Middle School, without redistricting/redirecting Milone and Macbroom Projections based on October 1, 2019 Enrollment and 4-Teacher Teams

Individual Middle School Projections by Grade: 2020-21 to 2028-29

Westport Public Schools Middle School Enrollment 2020-21				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	225	281	276	782
Coleytown (two 4- teacher teams)	139	141	140	420
TOTAL	364	422	416	1,202

Westport Public Schools Middle School Average Class Size 2020-21				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	18.8	23.4	23.0	36
Coleytown (two 4- teacher teams)	17.4	17.6	17.5	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2021-22				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	260	229	287	776
Coleytown (two 4- teacher teams)	149	137	140	426
TOTAL	409	366	427	1,202

Westport Public Schools Middle School Average Class Size 2021-22				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	21.7	19.1	23.9	36
Coleytown (two 4- teacher teams)	18.6	17.1	17.5	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2022-23				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	221	264	234	719
Coleytown (two 4- teacher teams)	137	147	136	420
TOTAL	358	411	370	1,139

Westport Public Schools Middle School Enrollment 2022-23				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	18.4	22.0	19.5	36
Coleytown (two 4- teacher teams)	17.1	18.4	17.0	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2023-24				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	258	225	269	752
Coleytown (two 4- teacher teams)	135	135	147	417
TOTAL	393	360	416	1,169

Westport Public Schools Middle School Enrollment 2023-24				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	21.5	18.8	22.4	36
Coleytown (two 4- teacher teams)	16.9	16.9	18.4	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2024-25				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	238	262	229	729
Coleytown (two 4- teacher teams)	155	133	135	423
TOTAL	393	395	364	1,152

Westport Public Schools Middle School Enrollment 2024-25				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	19.8	21.8	19.1	36
Coleytown (two 4- teacher teams)	19.4	16.6	16.9	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2025-26				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	221	242	268	731
Coleytown (two 4- teacher teams)	159	153	132	444
TOTAL	380	395	400	1,175

Westport Public Schools Middle School Enrollment 2025-26				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	18.4	20.2	22.3	36
Coleytown (two 4- teacher teams)	19.9	19.1	16.5	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2026-27				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	245	225	247	717
Coleytown (two 4- teacher teams)	143	157	152	452
TOTAL	388	382	399	1,169

Westport Public Schools Middle School Enrollment 2026-27				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	20.4	18.8	20.6	36
Coleytown (two 4- teacher teams)	17.9	19.6	19.0	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2027-28				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	249	249	230	728
Coleytown (two 4- teacher teams)	146	141	157	444
TOTAL	395	390	387	1,172

Westport Public Schools Middle School Enrollment 2027-28				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	20.8	20.8	20.0	36
Coleytown (two 4- teacher teams)	18.3	17.6	19.6	24
TOTAL				60

Westport Public Schools Middle School Enrollment 2028-29				
School	6	7	8	6-8th
Bedford (three 4- teacher teams)	249	253	254	756
Coleytown (two 4- teacher teams)	146	144	141	431
TOTAL	395	397	395	1,187

Westport Public Schools Middle School Enrollment 2028-29				
School	6	7	8	Teachers
Bedford (three 4- teacher teams)	20.8	21.1	21.2	36
Coleytown (two 4- teacher teams)	18.3	18.0	17.6	24
TOTAL				60

rev. 11/8/19

Class Size Mitigation Strategies

- Additional Sections of Mathematics
- Adding and FTE or portion of an FTE
- Teacher from Staples teaching a section of a high school course i.e. Algebra I, Geometry, or Algebra II
- Teachers pick-up an additional section (5 sections)
- Schedule modifications
- Formation of one six-teacher team (or equivalent)
- Co-teaching (two-teachers co-teach larger classes)

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Personnel

Reportings of Suspected Child Abuse, or Neglect, of Children or Sexual Assault

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees ~~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, and certain professional counselors~~ who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicious to the appropriate authority ~~abuse and/or neglect~~. In furtherance of this statute and its purpose, it is the policy of the Westport Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, 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 students 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, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, 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, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; 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 Westport Public Schools (“District”), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. In the public school context, the term "statutory mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older. ~~teachers, school administrators, school superintendents, school guidance counselors, school coaches, paraprofessionals, registered and licensed practical nurses, psychologists, social workers, mental health professionals, certified alcohol and drug counselors and any other licensed professional counselor.~~

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Reports of Suspected Abuse or Neglect of Children

3. What Must Be Reported

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

a) has been abused or neglected;

b) has had nonaccidental 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.

b) A report must be made when any employee of the Board of Education in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:

i) sexual assault in first degree;

ii) aggravated sexual assault in the first degree;

iii) sexual assault in the second degree;

iv) sexual assault in the third degree;

v) sexual assault in the third degree with a firearm; or

vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

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, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

(1) ~~(1)~~—The employee shall make an oral report as soon as practicable, but not later than twelve(12) 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, or is a victim of sexual assault by a school employee. ~~Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.~~

(a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families (“DCF”) or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.

(b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or Superintendent or the Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or his/her designee directly.

- (3) In cases involving suspected or believed abuse, ~~or~~ neglect, or sexual assault of a student 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) Not later than forty-eight ~~Within~~ (48) hours of making an oral report the employee shall submit a written or electronic report to the Commissioner of ~~Children and Families~~ DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee. ~~or his/her representative containing all of the required information.~~
- (4) (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or his/her designee and the Superintendent or the Superintendent's designee.

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~~Reports of Suspected Abuse or Neglect of Children~~

- (6) If the report concerns suspected abuse ~~or~~ neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the the Commissioner of DCF (or his/her designee) ~~Superintendent~~ shall submit a copy of the written report to the Commissioner of Education (or his/her representative ~~designee~~).

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, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) 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 or is a victim of sexual assault by a school employee. 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 or is a victim of sexual assault by school employee, 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 reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of ~~Children and Families~~ DCF.

6. Contents of Reports

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

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~~Reports of Suspected Abuse or Neglect of Children~~

- 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) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

- a) ~~—If the suspected abuser is a school employee, the~~ The Superintendent or his/her designee shall thoroughly investigate the reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) ~~—Recognizing that the fact that the Department of Children and Families (“DCF”) is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent’s investigation shall permit and give priority to any investigation conducted by the Commissioner of~~ be coordinated with DCF and/ the appropriate local law enforcement agency 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. The Superintendent shall conduct the District’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District’s investigation will not ~~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 DCF has indicated that obtaining such consent will interfere with its the~~ investigation the Commissioner of DCF or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent’s investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or

may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.

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~~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.~~

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

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

a) If, upon completion of the investigation by the Commissioner of Children and Families (“Commissioner”), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused by a school employee, as defined above ~~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, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall ~~make a written request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. to the Commissioner that he or she provide all records, whether or not created by DCF, concerning such investigation to the Superintendent.~~ In addition, the Superintendent shall suspend ~~the such school~~ employee, Such suspension shall be with if not previously suspended, with pay and without diminution or termination of benefits to such employee.

b) ~~Within~~ Not later than seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's or his or her representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose records received from DCF to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the 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, if any.~~

- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- e) Regardless of the outcome of any investigation by the Commissioner of DCF 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 or neglected by a school ~~staff member who holds a certificate, permit or authorization issued by the State Department of Education~~ employee or that a student has been a victim of sexual assault by a school employee.
- f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.

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~~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.~~

9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the Board of Education

~~b) Evidence of Abuse by Other School Staff~~

If the investigation by the Superintendent and/or the Commissioner of ~~Children and Families~~ DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District.

~~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.~~

810. 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.

911. Disciplinary Action for Failure to Follow Policy

Except as provided in Section ~~10-13~~ 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.

12. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

~~1013.~~ Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

~~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.~~

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to the DCF. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy [#], **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with his/her obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Legal References:

Connecticut General Statutes:

Section 10-151

[Section 10-221s](#)

Section 17a-101 et seq.

[—Section 17a-101q, Statewide Sexual Abuse and Assault Awareness and Prevention Program](#)

Section 17a-103

[Section 46b-120](#)

[Section 53a-65](#)

~~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”~~

Policy Adopted: March 22, 2010

[Amended:](#)

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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Students

Attendance, Truancy, and Chronic Absenteeism

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (the “Board”), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

- Legal References:
- Connecticut General Statutes §10-220
 - Connecticut General Statutes §10-184
 - Connecticut General Statutes §10-186
 - Connecticut General Statutes §10-198a`
 - [Connecticut General Statutes § 10-198b](#)
 - [Connecticut General Statutes § 10-198c](#)
 - [Connecticut General Statutes § 10-198d](#)
 - [Connecticut General Statutes § 10-198e](#)
 - ~~Public Act 11-136, An Act Concerning Minor Revisions to the Education Statutes~~
 - Guidelines for Reporting Student Attendance in the Public School Information —System (Connecticut State Department of Education, January 2008)
 - ~~Connecticut State Department of Education Circular Letter C 2, Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs (August 4, 2009)~~
 - [Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences \(June 27, 2012\)](#)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

Policy adopted: ~~_____~~ October 22, 2007

Amended: _____

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Business and Non-Instructional Operations

Food Service

Charging Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

Connecticut's school Child Nutrition Programs consist of the National School Lunch, School Breakfast, Special Milk, After School Snack and Fresh Fruit and Vegetable Programs. It is a local decision as to in which programs the District selects to participate. These programs are federally funded and are administered by the United States Department of Agriculture's Food and Nutrition Service. At the State level, the school Child Nutrition Programs are administered by the Connecticut State Department of Education, which operates the program through agreements with the local school food authorities.

The school nutrition program is an extension of the school's educational programs and it is the District's vision to have a partnership among students, staff, school family and the community in offering access to and providing nutritious meals, which are attractively presented at an affordable price.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

1. Parents are responsible for providing meals or meal money for their student(s). Borrowing or charging is for one meal only in an emergency. Repayment is expected without delay. Snack and a-la-carte purchases are cash only for delinquent account holders.

2. Although not required by law, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

- a. What can be charged;
- b. The limit on the number of charges per student;
- c. The system used for identifying and recording charged meals;
- d. The system used for collection of repayments; and

e. Ongoing communication of the policy to parents/guardians and students.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply. There will be outreach to families.

Definitions

"Alternate Meals" are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.

"Delinquent Debt" are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

Elementary and Secondary Students

1. The District uses an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. When the charge limit is reached, the student will be given the same reimbursable meal that other children are provided. No snacks or a-la-carte items may be charged. Parents with low balances or delinquent accounts shall be notified until the charges are paid in full. Negative balance status can be avoided by making a payment in the form of cash or check payable to "Westport School Lunch", or by credit card to the My School Bucks website.

2. No student shall be deprived a reimbursable meal due to forgotten or lost meal money. In situations in which a student is consistently without meal money, the Principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.

3. Students with delinquent accounts will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application, and/or refer them to Human Services.

Delinquent Debt and Bad Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Collection procedures shall be in place that include the administration and food service provider.

Dissemination of Policy

This policy shall be provided to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, placed on the District's website, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542 - Food Service)

(cf. 3542.31 - Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Mission-Goals-Objectives

Goals for the Public Schools

Introduction

The terms "goal", "objective", and "performance objective" parallel those originally published by the American Association of School Administrators.

Goal: "A goal statement is one step more precise than a mission statement. Many goal statements may come out of a mission declaration. Each describes a desired terminal point to be reached sometime in the future to fulfill the mission, and general directions to pursue the mission. A goal statement, likewise, remains too broad to be useful in identifying specific operational activities. A goal is seen by some as a "broad objective". It must be broken down further if its declarations and outcomes are to serve as guides to action."

Objective: "An objective is an outcome statement that is consistent with and grows out of a related goal statement. It is a more specific expression of a position, behavior, process, or product to be achieved by a major operational division of an organization over a shorter time period. It is a desired outcome that is capable of being measured with specificity."

These goals are presented with the full realization that the school is only one of several social institutions or influences affecting the child. Its contribution is modified by the intellectual, social, emotional, and affective potentialities that each child brings to the school environment. Our intent is that the school should contribute as fully as possible to the development of each child in the directions indicated by the goals stated.

It is the responsibility of the School Administration and Staff to delineate and update those educational objectives and performance objectives which at each school level will best achieve the goals as stated, together with the means to evaluate periodically the attainment of such objectives. Only then will these goals have full meaning.

To implement the Philosophy of the Public Schools, we accept this charge:

1. to enable students to grow academically, socially, and emotionally by encouraging them to accept responsibility and to understand the consequences of their decisions;
2. to provide students with opportunities to master basic skills essential to competent functioning in society, including the ability to read, write, listen, and speak and view proficiently; to manipulate basic mathematical concepts; and to acquire a general knowledge of the sciences;

3. to enable students to apply knowledge, problem solving techniques, creativity, and current technology from the various disciplines to the challenges presented by our changing society and physical environment;

4. to enable students to pursue independent thought and research through both assigned and self initiated projects;

5. to enable students to explore the world's cultural heritage through experiences which help to broaden social awareness;

6. to provide curricular and co curricular activities which will give students the opportunity to grow aesthetically, emotionally, intellectually, physically, and socially through interaction with others;

7. to provide appropriate programs and services for students with special intellectual, physical, and emotional needs;

8. to enable students to develop aesthetic appreciation through integral experiences in art, music, science, literature, and languages;

9. to enable students to develop as healthy individuals by providing life skills through health and physical education programs and health services;

10. to enable students to develop personal and vocational skills through appropriate grade level experiences in foreign language, practical., and technical arts;

11. to enable students to meet their academic, personal, social, emotional, and vocational needs through guidance, counseling, and special services;

12. to enable students to learn the responsibilities of citizenship in a democracy, emphasizing participation in global, national, and community affairs through practical curricula and co curricular activities in the social sciences;

13. to enhance the capabilities of the staff by setting expectations and by providing opportunities for growth through professional development and other experiences;

14. to foster greater community understanding and support by encouraging citizen involvement in school activities and programs;

15. to provide a safe and orderly environment conducive to the learning process.

(cf. 0100 Mission Statement)

Legal Reference: Connecticut General Statutes

10-4(c) Duties of board. Reports. Comprehensive plan for elementary,

secondary, vocational, career and adult education.

10-220(b) Duties of boards of education

Policy adopted: _____ WESTPORT PUBLIC SCHOOLS
_____ Westport, Connecticut

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Business and Non-Instructional Operations

Transportation and School Bus Stop Safety Complaints/Records and Reports

The Superintendent of Schools shall:

1. develop procedures for reporting all complaints relative to school transportation safety, including complaints about bus drivers;
2. shall maintain a written record of all such complaints;
3. within thirty days of the close of school each year, submit a report containing all complaints received within the previous twelve month period to the Commissioner of Motor Vehicles;
4. within ten days of its occurrence, the Superintendent shall make a written report to the Commissioner of Motor Vehicles, on the form prescribed by the Commissioner, of the circumstances involving a motor vehicle and any student pedestrian at, or in the immediate vicinity of, a school bus stop;
5. on a regular basis, and upon occurrence as appropriate, review with the Board of Education any complaints received and any accidents reported between motor vehicles and district students, which occur at a designated school bus stop or in the immediate vicinity thereof.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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Instruction

Ceremonies and Observances

Separation of Church and State

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

As required by the Every Student Succeeds Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parents/guardians and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent will also distribute guidelines to each school concerning religion in the schools, after such guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

Holiday Celebration and Observances

The building Principal is responsible for monitoring compliance with this policy. Pertinent information will be included in the student, parent, and staff handbooks.

Absence for Religious Observation

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

Recognition of Religious Holidays

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs; reflecting the diversity of global cultures.

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. Symbols such as Santa Claus, menorah, dreidels, shofar, Easter eggs, Christmas wreaths and trees, etc., while they may have no religious significance or liturgical applications, have unquestionably become associated with religious celebrations. Therefore, to avoid having students or visitors to the schools feel uncomfortable or left out, staff should be sensitive when displaying holiday symbols. If used in classrooms or hall bulletin boards, they are to be used in an educational context, and are to reflect cultural and religious diversity.

Decorations in public areas should be minimal. They should not use the holiday symbols of one religion exclusively or dominantly, or display them in such a way as to suggest that the school is celebrating a particular religious holiday.

4. Programs should focus on seasonal rather than religious themes' inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
5. Performances which recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.
6. The Cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
7. Parents may exclude their children from programs involving the recognition of religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Principal.

Silent Meditation

The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Pledge of Allegiance

Students will be offered the opportunity to recite the Pledge of Allegiance to the United States Flag at least once during each school day. Participation in reciting the Pledge of Allegiance will be voluntary. Students may refuse to participate in reciting the Pledge of Allegiance for any reason, including religious, political, philosophical or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence.

Legal Reference: Connecticut General Statutes

10-16a Silent meditation.

10-230 Flags in schoolrooms and schools. Policy on the reciting of the "Pledge of Allegiance."

Every Student Succeeds Act

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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Business/Non-Instructional Operations/Community Relations

Use of School Facilities

A. Authorized Users/Order Of Priority

1. The Westport public school program has 1st priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Department of Parks & Recreation (DPR) has 3rd priority for use of facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have 4th priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the Town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.
6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

B. Requirements and Application Procedures

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the Assistant Superintendent for Business.

Business/Non-Instructional Operations/Community Relations

Use of School Facilities

B. Requirements and Application Procedures (continued)

4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the supervisor of buildings, in consultation with the relevant departments.

C. Usage Types:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use which requires a surcharge, is defined as having one or more of the following characteristics:

- -Creates significant wear and tear.
- Funds are raised through admission charges (including “voluntary” contributions), sale of merchandise, raffles, door prizes, etc.
- Event uses vendors' or exhibitors' booths.
- Event uses the Staples field house.
- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.
- Event involves more than 500 participants or attendees.

D. Classification Of Groups For Payment Of Fees And Rent

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

*Category I Users No Rent For Standard Use

Category I includes:

- a) **School-Related:** e.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.
- b) **Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- c) **Youth-Serving:** Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association.
- d) **Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center.
- e) **Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

Business/Non-Instructional Operations/Community Relations

Use of School Facilities

D. Classification Of Groups For Payment Of Fees And Rent (continued)

***Category II Users Basic Rent: Westport-Based Community Groups**

Category II includes:

- a) Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Woman's League, Veterans' groups, Nursing and Home Care, etc.
- b) Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for rental fee purposes.)
- c) Westport YMCA: for use of pool only, with special financial arrangements.

***Category III Users Basic Rent Doubled: Westport-Based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups**

Category III includes: private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

***Category I, II And III Users: Additional Charges For Major Use**

When a Category II or III group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require a contribution to the school's student activity fund, amount to be determined by Superintendent, but no less than \$1000.)

Other Users: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

All Categories: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service. Rental fees, administrative fee and surcharge required in advance. Personnel charges are billed.

Special Conditions: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

Business/Non-Instructional Operations/Community Relations

Use of School Facilities (continued)

E. Restrictions On Use Of School Facilities

1. Illegal activities will not be tolerated.
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of a minimum of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: Connecticut General Statutes
10-239 Use of School Facilities for Other Purposes

Policy adopted: July 29, 2004
[Revised:](#)

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Business/Non-Instructional Operations/Community Relations

Use of School Facilities

Procedures

Regulations Governing Use Of School Facilities

1. **Adequate adult supervision** is required for entire length of activity. One designated adult must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom used for the full time. Students may not be allowed to walk, run or wander through the halls unsupervised.
2. **No alcoholic beverages** or controlled substances allowed for any reason, including religious observances.
3. **No smoking** or carrying lighted pipes, cigarettes, ~~or~~ cigars, or e-cigarettes permitted in school buildings or on school grounds at any time.
4. **No guns or weapons** of any kind may be brought onto school grounds except as specified in Board policy.
5. **Signs** on school property must be approved in advance by the Principal or designee, as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate on school grounds. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, pharmaceuticals, adult products, or alcoholic beverages, and/or obscene advertising, decorations or materials shall not be permitted on school property.
6. **Structures** on school property: Erection of tents or any other structures on school property requires the approval of the Principal, in consultation with the Director of Facilities, and the Superintendent or designee. The user must obtain and pay for any zoning permit that may be required.
7. **No dogs or other pets** are permitted in school buildings or on school grounds. Exceptions: seeing-eye dogs, animals used for Westport public school-sponsored programs, or adult education animal training programs. Adult ed training programs will use the outdoor parking lot, weather permitting, or an indoor room with direct access to the outdoors. Dogs may not be brought through school corridors or into other rooms. Anyone bringing an animal onto school property must have the animal on a leash at all times and must clean up after animals. Adult ed teacher in charge of training program is responsible for leaving the area (indoors or outdoors) in a clean and sanitary condition.

Business/Non-Instructional Operations/Community Relations

Use of School Facilities

Procedures (continued)

8. **No flammables:** No cooking outside the school kitchen, or use of barbeque grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Westport public school program, except with special permission, under controlled conditions.
9. **School Furniture/Equipment**
 - a) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, etc.) may be used by outside users of school facilities.
 - b) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to other Town agencies, with the approval of the Superintendent (or designee).
 - c) Kitchen equipment may not be moved.
 - d) All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.
 - e) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the Principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m., the next school day. Users must make arrangements to have items carried in and placed where they belong.
 - f) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the school Principal, the services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.
10. **School facilities** including floors, carpeting, walls, rest rooms, grounds and fields must be restored to their original condition. Users must pay for special cleanup, repair etc., necessitated by their use.
11. **Gym floors:** For athletic events, only gym shoes or sneakers permitted. For non-athletic events held in a gym or in the Staples Field House, the Director of Facilities (DOF), after consultation with the Principal, may require that the floor be covered, at user's expense. The DOF will arrange for installation and removal of floor covering. The fee must be paid in advance.

Business/Non-Instructional Operations/Community Relations

Use of School Facilities

Procedures (continued)

12. **No motorized vehicles**, bicycles, roller skates or roller blades permitted in school buildings, in the Field House, or on tracks, fields or lawns, with the exception of King's Highway/Saugatuck track.
13. **Pool:** No boats or other foreign objects are permitted in the Staples pool except under the auspices of the school program.
14. **General Clean-Up:** School facilities should be left neat and clean. Trash should be disposed of in proper receptacles. For major events, the DOF will arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at users' expense.
15. **School Custodians:** Custodians must open and close buildings and be present for the duration of an activity. Workers' fees are to be paid by user for all weekend and holiday work and work beyond normal working hours on school days. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the head custodian will determine the number of extra custodians required, and duration of their work. On weekends and holidays, custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of four hours' notice or custodial fees will be charged.
16. **Food Services:** Cafeteria personnel required when kitchen is used. Users must make arrangements directly with the Food Services contractor and pay fees directly.
17. **Police, Fire:** Supervisor of Buildings will arrange for necessary police/fire coverage. Users pay these departmental fees directly.
18. **Health District, P&Z:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.
19. **Fees:** Rental and administrative charges, major-use surcharge, and fees for required services such as piano tuning, excess garbage collection, floor covering, etc., must be paid a minimum of one week in advance. Users will be billed for custodial fees. Bills must be paid within 30 days of receipt. Fees are to be reviewed and updated as appropriate by the Assistant Superintendent for Business.
20. **Private Instruction:** Westport school facilities are not to be used to offer private instruction by Westport town or school system employees, employees of other groups offering sports or educational programs, or other entrepreneurs or individuals.

Business/Non-Instructional Operations/Community Relations

Use of School Facilities

Procedures (continued)

21. Scheduling:

- a) Dates for rental of a school facility must be cleared with the school Principal or designee. Major uses by outside users may not be scheduled for the same date for both Staples High School (SHS) and Bedford Middle School (BMS), Management of this schedule will be controlled by the SHS/BMS site manager.
- b) Rentals to outside users for future school years may not be confirmed until the school system's calendar is finalized each June.
- c) Except for major long-standing outside uses that are scheduled on a yearly basis, if an unanticipated school need arises more than two months prior to a date that has been promised to an outside user the school use will take precedence. An attempt will be made to identify a comparable facility or alternate date for the renter.

22. Use of School Facilities by DPR: Custodial Fees/Billing Procedures

The Westport DPR has third priority for use of Westport public school buildings, fields and grounds for athletic programs, after the regular school programs and the Department of Continuing Education. The DPR will oversee the scheduling and supervision of athletic programs operated by other community organizations such as the Police Athletic League, the YMCA and other organizations, as agreed upon by the Assistant Superintendent for Business.

- Custodial overtime necessitated by a DPR or other athletic program will be charged at the contractual rate.
- When custodians are normally present, i.e., Monday to Friday evenings, no additional custodial fees will be charged, but the Board of Education will charge a set-up/take down fee to cover the work the custodians do for the program.
- If cleanup after the program is extensive, necessitating overtime, the DPR or other program will be charged.
- On weekends when Board of Education and DPR programs run simultaneously, if Board of Education programs end earlier, the DPR will pay custodial fees for the remainder of the time the DPR uses the facilities.
- Billing for custodial and other BOE fees associated with DPR use, or use by other athletic organizations scheduled by DPR, shall be sent to the DPR. The DPR shall collect the fees from the organizations and forward them to the Board of Education.
- Procedures for DPR use will be reviewed annually or as appropriate.

EXCEPTIONS TO ANY PROVISION OF THESE REGULATIONS BY ANY USER REQUIRE APPROVAL OF THE SUPERINTENDENT OR DESIGNEE. NON-COMPLIANCE OR NON-PAYMENT OF FEES MAY RESULT IN LOSS OF PRIVILEGES.

Regulation approved: July 29, 2004
[Revised:](#)

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Students

~~Immunization of School Children~~ Health Assessments and Immunizations

- ~~A. It is the policy of the Westport Board of Education to conform with Connecticut General Statutes 10-204a, as currently written, and as they may be changed in the future, with respect to immunization requirements for school admission.~~
- ~~B. 1. For the purpose of this Policy and Procedures, the State Department of Health Services defines “legally qualified physician” to be a doctor of medicine (M.D.) or an osteopathic physician (D.O.), licensed to practice medicine in this or another state.~~
- ~~2. The definitions of “adequate immunization,” as developed by the State Commissioner of Health, are enumerated in the Procedures section and are to be updated if and when State requirements are revised.~~
- ~~C. In accordance with State law, a child may be exempted from the requirements of this policy under the following conditions:~~
- ~~1. A certificate is presented signed by a legally qualified physician stating that, in the opinion of the physician, such immunization is medically contraindicated because of the physical condition of the child; or~~
 - ~~2. A certificate is presented from a legally qualified physician, indicating that initial immunizations have been given to such child (including the dates of such initial immunizations) and that additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or~~
 - ~~3. A written statement is presented to the Principal by the parent/legal guardian (or the student over 18 or an emancipated minor), stating that such immunizations are contrary to the religious beliefs of the parent, guardian or student.~~

The Board of Education recognizes the importance of periodic health assessments, including oral assessments, according to state health regulations.

To determine health status of students, facilitate the removal of disabilities to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments, including oral health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

The Superintendent shall designate the school nurse to receive reports of health assessments and immunizations from health care providers.

Parents wishing their children exempted or excused from health assessments, on religious grounds, must request such exemption to the Superintendent of Schools or designee in writing. This request must be signed by the parent/guardian.

Parents/guardians wanting their children excused from immunizations on religious grounds (prior to enrollment and grade 7 entry) must request such exemption in writing, using State of Connecticut Department of Public Health Religious Exemption Statement form, to the school nurse, if such immunization is contrary to the religious beliefs of the child or of the parent/guardian of the child. The request must be officially acknowledged by a notary public or a judge, a clerk or deputy clerk of a court having a seal, a town clerk, a justice of the peace, or a Connecticut-licensed attorney.

It is the responsibility of the Principal to ensure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

The school nurse who is required to verify the immunization status for children enrolled in District schools, pre-K to grade 12, inclusive, pursuant to C.G.S. 10-204a, shall be provided with sufficient information on the children living within his/her jurisdiction and is listed on the Department of Public Health's registry of immunization status. The school nurse is authorized to determine which children in their jurisdiction are overdue for scheduled immunizations and provide outreach to help get them vaccinated.

Students born, traveling, and /or residing for at least one month in a country other than the United States, Canada, Australia, New Zealand, or a country in western or northern Europe and entering school in Connecticut for the first time, should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph.

Students not already known to have a positive test for tuberculosis should be tested if they meet any of the risk factors for TB infection, such as immunosuppression, current or planned or close contact to someone with infectious TB disease.

No record of any student's medical assessment may be open to the public.

As required, the District will report, beginning in October 2017, on a triennial basis, to the Department of Public Health and to the local Health Director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in grade six or seven, and in grade ten or eleven. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals. The District, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

As required, the District will annually report to the Department of Public Health information required on the School Immunization Entry Survey.

The Superintendent of Schools or his/her designee shall give written notice to the parent/guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease and a recommendation that the student be examined by an appropriately licensed optometrist or ophthalmologist.

Note: PA 18-168 requires boards of education to request that students have an oral health assessment prior to public school enrollment, in grade 6 or 7, and in grade 9 or 10. The legislation establishes related requirements on providers authorized to perform the assessments, parental consent assessment forms, and records access. The specifics are detailed in the administrative regulation pertaining to this policy.

(cf. 5111 - Admission)

(cf. 5141.31 - Physical Examinations for School Programs)

(cf. 5125 - Student Records)

(cf. 5135.11 - Health/Medical Records - HIPAA)

(cf. 5141 - Student Health Services)

Legal Reference: Connecticut General Statutes

~~10-204 Vaccination~~

10-204a Required immunizations ~~as amended by PA 96-244.~~ (as amended by P.A. 15-174 and P.A. 15-242)

10-204c Immunity from liability

10-205 Appointment of school medical adviser

P-5141.3(b)

Students

Immunization of School Children

~~Legal Reference: ———(continued)~~

10-206 Health assessments (as amended by PA 17-146 and PA 18-168)

10-207 Duties of medical advisors

10-206a Free health assessments

10-208 Exemption from examination or treatment

10-208a Physical activity of student rest cites; board to hone notice

nurses

10-209 [Records not to be public. Provision of reports to school.](#)~~School~~

10-212 School nurses

10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results ([as amended by PA 17-173](#))

[Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a, 10-204a-4](#)

[Section 4 of PA 14-231](#)

[Federal Family Educational Rights and Privacy Act of 1974 \(section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.](#)

[P.L. 93-568; codified as 20 U.S.C. 1232g](#)

[42 U.S.C. 1320d-1320d-8 P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#)

[PA 17-146 "An Act Concerning the Department of Public Health's Various Revisions to the Public Health Statutes," Section 5, effective 10/1/17](#)

[PA 18-168 An Act Concerning the Department](#)

Policy adopted: June 29, 1992
[Amended:](#)

WESTPORT PUBLIC SCHOOLS
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