

# Board of Education Regular Meeting

Monday, December 19, 2022 6:00 PM

Remote Session

## I. CALL TO ORDER, VERIFICATION OF QUORUM

## II. PLEDGE OF ALLEGIANCE

II.A. I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, indivisible, with liberty and justice for all.

## III. APPROVAL OF MINUTES

III.A. Meeting minutes from the November 14, 2022 Weston Board of Education Regular Meeting

III.B. Meeting minutes from the November 28, 2022 Weston Board of Education Workshop

III.C. Meeting minutes from the December 5, 2022 Weston Board of Education Special Meeting

## IV. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

IV.A. Discussion with WHS Student Board of Education Representatives

## V. PUBLIC COMMENT

## VI. NEW BUSINESS

VI.A. Consent Agenda (new hires, resignations, retirements and transfers)

VI.B. Pupil Personnel Services and Special Education Update

VI.C. Discussion and vote on approval of an overnight field to Boston Heritage Festival 2023-April 21-22, 2023

VI.D. Discussion and vote on approval of overnight field trip to Europe April 6-April 15, 2023

VI.E. Weston Board of Education Policies, Regulations, and Bylaws (first read)

VI.E.1. Discussion of policy 6115: Ceremonies and Observances

VI.E.2. Discussion of new mandatory policy/regulation Series 5000: Students: Completion Rates of the Free Application for Federal Student Aid (FAFSA)

VI.E.3. Discussion of policy/regulation 5114: Student Discipline

VI.E.4. Discussion of policy/regulation 1250: Visitors and Observations

## VII. OLD BUSINESS

VII.A. Weston Board of Education Policies, Regulations, and Bylaws (second read)

VII.A.1. Discussion and vote on second read of a new policy Series 2000/Administration: Uniform

Treatment of Recruiters

VII.A.2. Discussion and vote on second read of a new policy Series 4000 Personnel: Emergency Action Plan for Interscholastic and Intramural Athletic Events

VII.A.3. Discussion and vote on second read of a new policy Series 4000/Personnel: Exertional Heat Illness Awareness for Intramural and Interscholastic Athletes

VIII. **SUPERINTENDENT'S REPORT**

IX. **COMMITTEE REPORTS (approved committee minutes and committee chair update, if any)**

IX.A. Communications Committee

IX.B. Curriculum Committee

IX.C. Finance & Operations Committee

IX.D. Policy Committee

IX.E. Negotiations Committee

IX.F. CES

IX.G. CABE

IX.H. Weston Education Foundation

X. **NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION**

X.A. There will be a Special Board of Education meeting on January 5, 2023, at 6:00 PM to conduct a formal presentation of the requested capital and operating budgets. This meeting will be remote and live-streamed.

X.B. The next regular session of the Weston Board of Education will be January 17, 2023 at 6:00 PM. This meeting will be remote and live streamed.

X.C. Review of Pending Agenda Items for Next Meeting

XI. **ADJOURNMENT**

**Board of Education Regular Meeting**

Monday, November 14, 2022 6:00 PM  
Weston Middle School Library Learning Commons  
135 School Road  
Weston, CT 06883

**Present:** Steven Ezzes, David Felton, Sharon Ferraro, Peter Gordon, Chad Hoepfner, Bernie Kingsley, Melissa Walker. Present: 7.

**Additional attendees:**

Lisa Barbiero, Superintendent of Schools; Tina Henckel, Assistant Superintendent of Schools; Phillip Cross, Director of Finance and Operations; Tracy Edwards, Director of Pupil Personnel Services; Daniel DiVito, Director of Digital Learning and Technology; Terri Kavanagh, Director of Human Resources; Meghan Ward, Patricia Falber, and Laura Kaddis, Building Principals; Meredith Starzyk, WHS Director of School Counseling, Emma McCarthy and Josh Metviner, WHS BOE Student Representatives.

I. **CALL TO ORDER, VERIFICATION OF QUORUM**

The meeting was called to order at 6:05 PM.

Move that the Weston Board of Education begin the November 14, 2022 meeting. A quorum has been met. Unseconded with a motion by Walker, Melissa.

II. **PLEDGE OF ALLEGIANCE**

A. I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, indivisible, with liberty and justice for all.

III. **ELECTION OF BOARD MEMBERS**

**A. Board of Education Chairperson**

Move that the Weston Board of Education nominate Steven Ezzes as the Board Chairperson. Carried with a motion by Walker, Melissa and a second by Ferraro, Sharon.

Steven Ezzes: Abstain, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 6, Nay: 0, Abstain: 1

**B. Board of Education Vice Chairperson**

Move that the Weston Board of Education nominate Melissa Walker as the Board Vice Chairperson. Carried with a motion by Ezzes, Steven and a second by Gordon, Peter.

Melissa Walker: Abstain, Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea

Yea: 6, Nay: 0

**C. Board of Education Secretary/Treasurer**

Move that the Weston Board of Education nominate Bernadette Kingsley as the Board Secretary/Treasurer. Carried with a motion by Ferraro, Sharon and a second by Walker, Melissa.

Bernie Kingsley: Abstain, Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Melissa Walker: Yea

Yea: 6, Nay: 0, Abstain: 1

**IV. APPROVAL OF MINUTES**

- A. Meeting minutes from the October 17, 2022 Weston Board of Education Regular Meeting

Move that the Weston Board of Education approve the October 17, 2022 Board of Education meeting minutes. Carried with a motion by Walker, Melissa and a second by Ezzes, Steven.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

**V. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS**

- A. Discussion with Weston High School Student Board of Education Representatives  
Emma McCarthy and Josh Metviner gave us an overview of what's taking place at Weston High School. Homecoming week was successful and there was a great turnout at the football game. Student government along with several clubs have been focusing on community service and have been organizing fund-raising. As fall sports come to a close, they are now planning a pep rally to kick off the winter sports season.

**VI. PUBLIC COMMENT**

Public comment was made by the following individuals:  
Gregg Haythorn (Winthrop Hill Road)  
Jennifer Haythorn (Winthrop Hill Road)  
Michele Liguori (Georgetown Road)

VII. **NEW BUSINESS**

A. **Consent Agenda**

Superintendent Barbiero reviewed the consent agenda and asked the Board to accept as presented.

Move that the Weston Board of Education accept the Consent Agenda as presented. Carried with a motion by Ezzes, Steven and a second by Walker, Melissa.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

B. **PPS/SpEd Update**

Tracy Edwards gave an update on Pupil Personnel Services and Special Education. Hiring is still a priority with regard to the open positions they have. The focus of the recent professional development day was the counseling curriculum and it was incredibly productive. The next Special Education parents meeting will take place on November 15 and the topics are CTSEDS and changes to the dyslexia guidelines as outlined by the State of Connecticut.

C. **Class of 2022 Statistical Report**

Tina Henckel, Meghan Ward, and Meredith Starzyk presented the Class of 2022 Statistical Report and Analysis of College Applications. The purpose of this report is to provide statistics on the standardized testing trends for the Class of 2022 and provide an analysis of the college admission process and acceptances.

D. **District Literacy Update**

Tina Henckel provided an update on district literacy. The State of Connecticut gave new guidelines to all districts to adopt one of six core curriculum programs beginning July 1, 2023. Weston established a district literacy committee that is comprised of 25 representatives from grades K-8. The task of this committee is to vet the programs and see which one best aligns to our current practices and resources. The committee spent a day and a half reviewing the six programs and identified two programs they would like to review in more detail. The two programs will be evaluated further to identify which one will be the best fit for Weston. It is required for all districts to tentatively identify which program they will adopt by December 16.

**E. Enrollment**

Superintendent Barbiero presented the enrollment update as reported to the state as of October 1, 2022. She indicated this report is in phase I and has not yet been accepted by the state. It is still in the review process. As of October 1, our total enrollment was 2202. This total includes both in building enrollment and 21 outplaced students.

**F. Finance and Operations Update**

Phillip Cross gave an update to the Board in response to a complaint from a community member with regard to mold at Hurlbutt. The Health Department did an inspection about a week ago. They had no recommendations for Hurlbutt at that time. No mold or adverse moisture conditions were observed in the two classrooms inspected (20/21) or hallways leading up to them would necessitate remediation. The inside of rooms 20/21 were well maintained with no signs of stained or sagging ceiling tiles. The inspection revealed no moisture intrusion or mold growth in the classrooms or hallway. The relative humidity levels observed by the Health District are considered low, dry and not conducive to mold growth. There have been no previous mold and/or air quality complaints by Hurlbutt teachers, parents or students. We perform routine inspections, Mr. Cross indicated we have a system in place called School Dude that a staff member would use to inform us of any concerns and we have not had any entries to date regarding this issue.

**1. Discussion and vote on FY23 October 2022 Financial Report**

**Phillip** Cross presented the 4Q FY23 financial report including internal services fund (for dental) and recommended approval of the report.

Move that the Weston Board of Education approve the FY23 October 2022 Financial Report. Carried with a motion by Walker, Melissa and a second by Ferraro, Sharon.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

**2. Review and Approval of Technology Lease Bid**

Phillip Cross presented the results of the recent bid for the technology lease and recommended the Board authorize the Superintendent or designee to execute and deliver the lease purchase agreement with First American.

Move that the Weston Board of Education approve the technology bid as presented. Carried with a motion by Ezzes, Steven and a second by Walker, Melissa.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea,  
Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea,  
Melissa Walker: Yea

Yea: 7, Nay: 0

**G. Educational Optimization Committee**

Superintendent Barbiero provided an overview of the Educational Optimization Committee (EOC). This committee is comprised of district staff, administration and parent representatives. Peter Gordon will be the committee Chair and Steve Ezzes will also be a member. The Committee will study the proposals and recommendations from the FOC and then analyze our programming, enrollments and determine how to optimize our resources as a district. Looking at things through an educational lens they will then determine a recommendation to be taken to the town.

**H. Weston Board of Education Policies, Regulations, and Bylaws (first read)**

**1. Discussion and first-read of new policy Series 2000/Administration: Uniform Treatment of Recruiters**

Melissa Walker presented the policy Series 2000/Administration: Uniform Treatment of Recruiters to the board for a first-read. This is a new policy mandated by the state. It will be brought back to the board for a second-read at the December regular meeting.

**2. Discussion and first-read of new policy/Series 4000 Personnel: Emergency Action Plan for Interscholastic and Intramural Athletic Events**

Melissa Walker presented the policy Series 4000 Personnel: Emergency Action Plan for Interscholastic and Intramural Athletic Events to the board for a first-read. This is a new policy mandated by the state. It will be brought back to the board for a second-read at the December regular meeting.

**3. Discussion and first-read of new mandatory policy Series 4000/Personnel: Exertional Heat Illness Awareness for Intramural and Interscholastic Athletes**

Melissa Walker presented the policy Series 4000 Personnel: Exertional Heat Illness Awareness for Intramural and Interscholastic Athletes to the board for a first-read. This is a new policy mandated by the state. It will be brought back to the board for a second-read at the December regular meeting.

VIII. COMMITTEE REPORTS (Minutes and Updates)

A. Communications Committee

B. Curriculum Committee

C. Finance & Operations Committee

D. Policy Committee

IX. NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION

A. Special Meeting (Semi-Annual Student Recognition followed by Enrollment Presentation) on December 5, 2022 at 7:00 p.m. This meeting will be in-person and will also be live streamed.

B. Regular Session on December 19 at 6:00 p.m. This meeting will be a remote session via webinar and will be live streamed.

C. Review of Pending Agenda Items for Next Meeting

X. ADJOURNMENT

Move that the Weston Board of Education adjourn the meeting at 8:43 PM. Carried with a motion by Ferraro, Sharon and a second by Walker, Melissa.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

Respectfully submitted:  
Jodi Sacchetta  
Board Clerk

**Weston Board of Education Workshop**

Monday, November 28, 2022 9:00 AM  
Google Meet and Central Office Conference Room  
24 School Road  
Weston, CT 06883-1623

**Absent:** Sharon Ferraro, **Present:** Steven Ezzes, David Felton, Peter Gordon, Chad Hoepfner, Bernie Kingsley, Melissa Walker. Present: 6, Absent: 1.

The meeting began at 9:12 AM and ended at 12:20 PM.  
Bernadette Kingsley joined the meeting remotely at 9:20 AM; Peter Gordon joined the meeting remotely at 10:24 AM.

**Additional Attendees:**

Lisa Barbiero, Superintendent; Tina Henckel, Assistant Superintendent; Jessica Richman Smith, Partner at Shipman & Goodwin

- I. **Board of Education Service: Laws, Insights, and Practical Tips**  
Jessica Richman Smith facilitated a training session for members of the Weston Board of Education. The topics covered were board roles and responsibilities, the role of the Superintendent, the Freedom of Information Act, board meeting essentials, executive session, conducting a meeting, records and electronic communication, communication and information sharing, and best practices.

Respectfully submitted by:  
Jodi Sacchetta  
Board Clerk

**Board of Education Special Meeting (Semi-Annual Recognition/SLAM Presentation)**

Monday, December 5, 2022 7:00 PM

Weston Middle School Library Learning Commons

135 School Road

Weston, CT 06883

**Absent:** Peter Gordon, **Present:** Steven Ezzes, David Felton, Sharon Ferraro, Chad Hoepfner, Bernie Kingsley, Melissa Walker. Present: 6, Absent: 1. A quorum has been met.

The meeting began at 7:04 PM.

**Additional Attendees:** Lisa Barbiero, Superintendent of Schools; Tina Henckel, Assistant Superintendent of Schools; Phillip Cross, Director of Finance and Operations; Tracy Edwards, Director of Pupil Personnel Services; Daniel DiVito, Director of Digital Learning and Technology; Terri Kavanagh, Director of Human Resources; Meghan Ward, Patricia Falber, and Laura Kaddis, Building Principals; Mike Zuba, Associate Principal and Director of Public Education Master Planning at The S/L/A/M Collaborative.

I. **Call to Order, Verification of Quorum**

A quorum has been met. Move that the Weston Board of Education begin the December 5, 2022 special meeting. This motion, made by Ezzes, Steven, Unseconded.

II. **Pledge of Allegiance**

A. I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, indivisible, with liberty and justice for all.

III. **Recognition**

A. **Recognition of former Weston Board of Education members Anthony Pesco, Taffy Miller and Victor Escandon**

Melissa Walker presented Anthony Pesco, Stephanie (Taffy) Miller, and Victor Escandon with a gift and thanked them for their years of service to the students and families of Weston Public Schools.

B. **Semi-Annual Recognition: Student Academic, Performing Arts and Athletic Achievements**

The Board of Education recognized students for their achievements in academics, athletics and performing arts. Meghan Ward presented certificates to those students in attendance.

IV. **SLAM Presentation**

Mike Zuba provided an enrollment projection presentation to the Board. His presentation included projection comparisons: actual

district-wide enrollments were 1% (-20 students) lower than projected; greatest deviation (-10) students were at the intermediate school. In addition, he provided an update on enrollment drivers used, provided a "big picture" of the enrollment drivers, gave an update on trends and then went into enrollment projection updates and assumptions.

V. **Adjournment**

Move that the Weston Board of Education adjourn the December 5, 2022 special meeting at 8:28 PM. This motion, made by Ferraro, Sharon and seconded by Hoepfner, Chad, Carried.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 6, Nay: 0

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

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**INTEROFFICE MEMORANDUM**

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**TO:** LISA BARBIERO

**FROM:** TERRI – HUMAN RESOURCES

**SUBJECT:** CONSENT AGENDA – BOE MTG 12/19/2022

**DATE:** 12/16/2022

**NEW HIRES:**

**RETIREMENTS:**

- Vicki DeLuca, (1.0) School Counselor at Weston Intermediate School, effective at the end of the 2022-2023 school year after 19 years of service to Weston Public Schools.

**RESIGNATIONS:**

- Alyssa Begin, (1.0) Special Education Teacher at WMS. Effective 1/6/2022. Took a position in another CT district.
- Karin Olsen, (1.0) Administrative Assistant to the Director of Pupil Personnel Services. Effective 12/9/2022. Took a position in another CT district.

**TRANSFERS:**

WESTON PUBLIC SCHOOLS – FIELD TRIP APPROVAL REQUEST FORM – WESTON, CT

SUBJECT AREA: Music COST PER STUDENT: \$685

DATE OF FIELD TRIP: April 21 - April 22, 2023

APPROVAL IS REQUESTED FOR A FIELD TRIP TO: Boston Heritage Festival 2023

STATE THE EDUCATIONAL PURPOSE OR RATIONALE FOR THE TRIP:

Departure from: Weston High School Time: Early Morning TBD

Return to: Weston High School Time: Late Evening TBD

Number of students: 104 Grade(s): 9-12

Total Number of Chaperones: 6 - 8 maximum

Names of Teachers: Morris, Fasoli, Stewart, others TBD Other Adults: TBD

Substitute coverage will be required:  Yes  No

Explain: Friday, April 21- Full Day

SCHOOL BUS REQUIREMENTS: First Student: Yes  No  If yes, how many buses? \_\_\_\_\_

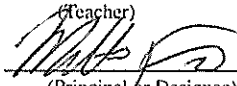
OTHER TRANSPORTATION: Coach bus via Travel Agency

Have you completed and attached to this request form a copy of the cover letter sent to parents? Yes  No

**NON-FIRST STUDENT TRANSPORTATION** (original and two copies)

Please complete and send **THREE** copies of this form and your "cover" letter at least **SEVEN** days before the date of your proposed trip to the Asst. Superintendent for review, after it is signed by the Principal or designee. A field trip is not approved until the insurance of the bus company is verified and the form is signed by the Director of Finance and Operations. If the insurance is not on file, you will be notified and asked to contact the bus company.

Signed: \_\_\_\_\_

(Teacher)  
Requested by:  \_\_\_\_\_  
(Principal or Designee)

Approved: \_\_\_\_\_  
(Assistant Superintendent)

**FIRST STUDENT TRANSPORTATION:** If **FIRST STUDENT** is used for **ON-CAMPUS** trips, have the original signed by the principal or designee then send to the Assistant Superintendent for approval. (Insurance coverage for First Student is current.) Copies will be distributed by the Business Office.  
If **FIRST STUDENT** is being used for **OFF-CAMPUS** trips, send the **ORIGINAL** and **THREE** copies to the Assistant Superintendent for approval after which the Business Office receives the copies for approval & distribution.

Approved: \_\_\_\_\_  
(Director of Finance and Operations)

INSURANCE COVERAGE:  
\_\_\_\_\_

Any questions, please call the Business Office at X1550. Thank you.

Copies:  Teacher  Principal or Designee  Bus Garage (First Student)  Business Office

# Weston High School



115 School Road  
Weston, Connecticut 06883

Meghan Ward, Principal  
Matthew Filip, Assistant Principal  
Juliane Givoni, Assistant Principal

Telephone: (203) 221-6500  
Fax: (203) 221-1252

November 2, 2022

Dear Parents,

The Music Department is excited to continue the yearly tradition of music ensemble performance and adjudication by participating in the WorldStrides **Boston Heritage Festival** being held Friday, April 21 through Saturday, April 22 in Boston, MA. This trip is limited to 104 students and spaces will be filled as determined by each ensemble's need for balance and instrumentation as the performances will be adjudicated.

The total cost of the trip per student is **\$685.00** and includes transportation, participation in Masterclasses, a group dinner, adjudicated performances, tickets to the shows, breakfast on Saturday morning and dinner and an awards banquet on Saturday night. Please see the proposed itinerary below. We will be leaving campus before the start of the school day on Friday and return late Saturday night. This is going to be a whirlwind of musical fun and will be very rewarding to our music students!

## **Proposed Itinerary:**

### **Day 1:**

Depart Weston High School for Boston  
Masterclasses - AIM EXPERIENCE  
Choir, Band and Orchestra Masterclasses  
Freedom Trail Tour  
Hotel Check In: *Four Points by Sheraton Wakefield/Boston Hotel and Conference Center*  
Group Dinner at the Hard Rock Cafe  
Broadway Show "My Fair Lady"  
Arrive back to the hotel

### **Day 2:**

Breakfast at the hotel and check out  
Heritage Festival Performances - (Choir, Band and Orchestra Adjudication)  
"Boston Symphony Orchestra Concert" at Boston Symphony Hall  
Heritage Festival Awards Ceremony (includes dinner)  
Depart Boston for Weston High School

**Please attend our Parent Meeting with our WorldStrides representative on Tuesday, November 8<sup>th</sup> at 7:30 p.m. via Zoom. The link will be emailed.**

**Registration and Payment Information:**

**Deposit:** The registration/permission slip and an initial deposit of \$250 must be turned in to your child's director by November 11 to secure a spot on the trip.

**Second payment:** \$250 by check due on January 13

**Final payment:** \$185 by check is due on February 10

Payment can also be made in full, by credit card on My School Bucks.

*The total cost is \$685 per student and based on double occupancy.*

**Refund and Cancellation Policy:**

All refund requests must be sent in writing to Liz Morris, [elizabethmorris@westonps.org](mailto:elizabethmorris@westonps.org).

By January 1<sup>st</sup>: Refund less \$35 processing fee

By February 3<sup>rd</sup>: Refund less 50% cancellation fee

After February 17<sup>th</sup> : No Refund

Students will need to pay for lunch during the trip and should bring spending money if they'd like. We recommend that each student brings \$20 for lunch Friday and Saturday. Students should wear comfortable attire and walking shoes for the day and concert attire for performances. There is a special awards banquet on Saturday evening and students should dress appropriately.

Given the nature of an overnight trip, there will be a maximum of fifteen students per chaperone. If at any time during the trip students are not directly supervised by a chaperone, our expectation is that they stay together in small groups. No one is allowed to be alone and unsupervised when we are outside of the hotel.

If you have any questions, please don't hesitate to reach out to your student's director. If there is a financial hardship, please contact Principal Meghan Ward.

We look forward to another fantastic music department trip!

Sincerely,

The WHS Music Department

Liz Morris  
*Choral Director*

Meghan Stewart  
*Orchestra Director*

Steve Fasoli  
*Band Director*

# Weston Public Schools

Weston, Connecticut

## Music Department Trip: Boston Heritage Festival, April 21 – 22, 2023

**\*\*This page must be returned with the deposit check\*\***

Child Full Legal Name: \_\_\_\_\_ Child Date of Birth: \_\_\_\_\_

Parent/Guardian #1 Name: \_\_\_\_\_

Parent/Guardian #1 Phone Number: \_\_\_\_\_ Call / Text

Parent/Guardian #2 Name: \_\_\_\_\_

Parent/Guardian #2 Phone Number: \_\_\_\_\_ Call / Text

Parent/Guardian Email address(es): \_\_\_\_\_

Other Emergency Contact(s)- name, relationship, contact phone number: \_\_\_\_\_

I give permission for my child to travel as per the included itinerary for a Weston High School Field Trip to Boston, MA. I understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary actions may be taken upon the student's return to Weston High School (including suspension from school).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

To help ensure an enjoyable and safe trip for both students and chaperones, I give permission for my child's luggage to be inspected.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

We, the student and parents/guardians listed above, understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary actions may be taken upon the student's return to Weston High School (including suspension from school). By signing below, the student commits to following the rules outlined by the Student Handbook, and following any and all directions given by the chaperones of the trip.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Weston Public Schools

Weston, Connecticut

## Music Department Trip Medical Form (Part 1 of 2)

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_ Policy/ID# \_\_\_\_\_

Policy Holder: \_\_\_\_\_

Child's Physician Name and Contact Number:

### Consent:

- I give permission for chaperones to approve emergency medical treatment if parents/guardians cannot be reached.
- I understand that it is my responsibility to provide medical insurance for my son/daughter while on this field trip.
- I will not hold the Weston School System or the Town of Weston liable for any accidents occurring outside of appropriately chaperoned areas.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Name (Sign)

\_\_\_\_\_  
Date

**\*\*\*PLEASE SEE PART 2 FOR PRESCRIPTION / OVER-THE-COUNTER MEDICATION INFORMATION\*\*\***

## Weston High School Music Department

### Overnight Field Trip Request for Heritage Festival 2023, April 21 - April 22 2023

#### Request:

The Weston High School music department would like to continue the tradition of providing our musical ensembles performance experiences at venues outside of the school district. This single overnight trip will include students from several of our ensembles with a planned destination of Boston, MA for participation in masterclass and adjudicated performances in *The Boston Heritage Music Festival*.

#### Proposed Itinerary:

##### Day 1:

Depart Weston High School for Boston  
Masterclasses - AIM EXPERIENCE  
Choir, Band and Orchestra Masterclasses  
Freedom Trail Tour  
Hotel Check In  
Dinner on your own  
Broadway Show  
Arrive to the hotel

##### Day 2:

Breakfast and check out at the hotel  
Heritage Festival Performances - (Choir, Band and Orchestra Adjudication)  
Boston Symphony Orchestra Concert at Boston Symphony Hall  
Group dinner at the Hard Rock Cafe'  
Heritage Festival Awards Ceremony  
Depart Boston for Weston High School

#### Purpose and relation to the Curriculum:

To prepare concert repertoire for masterclasses with music professionals at the Heritage Festival  
To prepare a concert and perform at the Heritage Festival for Adjudication  
To attend a professional "Broadway" show  
To attend a Boston Symphony concert

**Depart/Return:** Friday, April 21, 2023 at 7:00 a.m. (exact time TBD) return April 22, 2023 11:30pm (exact time TBD)

**Chaperones:** Liz Morris, Choral Director and Music CIL, Meghan Stewart, Orchestra Director, Steve Fasoli, Band Director, 3 - 5 additional chaperones

**Minimum number of students:** 60

#### Cost Estimate per Person:

100 paying participants	\$685
6 chaperones	\$0

**Transportation:** Coach bus

**Lodging:** Four Points by Sheraton

Weston Public Schools

Weston, Connecticut

Music Department Trip Medical Form (Part 2 of 2)

Prescription Medication and Over-The-Counter Medication

Physician's Signature REQUIRED where any medication is to be carried/administered.

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication Administration: Please select one of the following:

- Not Applicable (No prescription medication to be administered to the student listed above. No Physician Signature required.)
- Student listed above my carry and administer their prescription medication by themselves, without the presence of an approved chaperone. (Physician signature required below).
- Student listed above may NOT carry or administer their prescription medication: it must be carried/administered by an approved chaperone. (Physician signature required below).

Prescription Medication(s), purpose, and dosage instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Over-the-Counter Medications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Physician signature

\_\_\_\_\_  
Date

Other Medical Information: Are there any other medical conditions that we should know about for the purposes of travel? (i.e. recent surgeries, mild allergies, dietary restrictions, travel anxieties, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

ADMINISTRATIVE GUIDELINES FOR FILING  
FIELD TRIP APPROVAL REQUESTS

In view of the Board of Education policy that field trips should be of significant educational value, it is suggested that a "covering" letter be sent to each parent along with the required forms described below for written permission for their child to participate in a planned activity not held on the school grounds. This letter should include the following information.

1. The purpose of the field trip and how it will be incorporated in the school curriculum.
2. The details of the field trip including destination, cost, time of leaving, time of return, lunch provisions, etc.
3. If there is a cost involved, there should be a note stipulating that money may be made available from the Principal's Fund to provide for students unable to afford the trip.
4. The letter should carry the signature of the principal as well as that of the participating teacher.
5. Assurance that adequate provisions have been made for chaperones to insure the safety and conduct of students.

Explanation of Field Trip Procedures:

- Complete and file **three (3)** copies of the Field Trip Approval Request Form, Field Trip Notification Procedure form, your "covering" letter with the **"hold harmless clause"** to parents/guardians, permission and medical coverage form. This is necessary to provide the Teacher, the Principal, the Transportation Department, and Business Office each with a record of the trip.
- **Your complete package of forms must be given to the Principal at least seven (7) days before the date of the proposed trip.**
- The date(s) and time of the trip should be listed on the "School Calendar" kept in the front office.
- Weston vehicles are not permitted out of Connecticut; however, a Field Trip Request Form must be filed for every excursion which will take students off campus – even "walking" field trips.
- In the event of last minute cancellation of an approved field trip, be sure to call Marilyn Dietzman, First Student Bus Transportation at (203) 454-1984 informing her of the change in plans.
- Before leaving on your field trip, remember to check with the school nurse for any medications that have been prescribed for students who will be accompanying you. (This is particularly important for those students who are insect reactors.)

**The following requirements must also be met:**

1. Each child must produce a letter from the parent that there is medical coverage while the student is on the trip (see Form 1 attached.)
2. A waiver ("hold harmless clause") is signed by the parent saving the Board of Education and the Town from any liability (see Form 1 attached.)
3. Rules and regulations are clearly set forth for the students and reviewed with chaperones (see Form 2 attached.)
4. A letter is sent home to parents indicating that there will be a voluntary bag search before students leave on the trip (see Form 2 attached.)
5. The use of "public" transportation is strongly suggested for all school related trips. If, for some valid and approved reason, "private" transportation is required, the "Consent Form for Drivers of Students on School Related Activities" must be signed, dated and on file with copies of the driver's Connecticut Driver's License and Connecticut prescribed automobile insurance form (see Form 3 attached.)

NOTE: see Form 4 (attached) for List of Bus Companies and phone numbers.

**WESTON PUBLIC SCHOOLS – FIELD TRIP APPROVAL REQUEST FORM – WESTON, CT**



**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**FIELD TRIP NOTIFICATION PROCEDURE**

To avoid undue concern when circumstances alter the time schedule, and to assure good communications among school personnel, field trip participants, and parents of the participants, you are requested to observe the following procedure:

- Complete this form before departing from Weston and distribute copies to other adults going on the trip: the principal's secretary, a school administrator, and yourself.
- If a problem arises – bus breakdown, program extended, lost bus, etc. – and a schedule change will delay the estimated time of arrival in Weston by one-half hour or more, call the Communications Center (222-2666 or 2600) notifying them of the delay and the revised estimated arrival time. The Communications Center (Weston PD Dispatch) will inform any parents who call and will dispatch someone to the school parking lot at the original estimated arrival time to inform parents of the delay.
- Call the school administrator apprising her/him of the situation.

.....  
Date of Field Trip: April 6-15, 2023 Faculty Sponsor: Passarelli

Field Trip to: Italy, Czech Republic, Austria

Transportation Company Name: ACIS

Address: ACIS Educational Tours. 330 Congress St. Boston, MA.

Telephone: 800.888.ACIS

Departure Time from Weston: Thursday April 6, 2023

Estimated Arrival Time in Weston: Saturday April 15, 2023

Communications Center (Weston) Phone: (203) 222-2666 or 2600  
School System Telephone Numbers: Elementary School – 291-1444  
Intermediate School – 291-2700  
Middle School – 291-1500  
High School – 291-1600

Administrator: \_\_\_\_\_ Home Phone: \_\_\_\_\_

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

Form 1

**FIELD TRIP AND MEDICAL COVERAGE FORM**

I give permission for medication to be administered by the approved chaperones and these chaperones have permission to approve emergency medical treatment if the parents cannot be reached.

I also understand that it is my responsibility to provide medical insurance for my son/daughter while on this field trip.

**I will not hold the Weston School System or the Town of Weston liable for any accidents occurring outside the appropriately chaperoned areas.**

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Emergency Number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**MEDICAL COVERAGE FORM FOR  
OVERNIGHT OR LONGER FIELD TRIPS**

Any medical problem? \_\_\_\_\_

Any allergies? \_\_\_\_\_

Any on-going medication? \_\_\_\_\_

If yes, what? \_\_\_\_\_

How administered? \_\_\_\_\_

\_\_\_\_\_  
Doctor's Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Doctor's Signature

\_\_\_\_\_  
Date

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

Form 2

**SAMPLE FORM FOR  
PERMISSION FORM AND ENFORCEMENT OF SCHOOL RULES**

I give permission for my son/daughter to travel as per the attached itinerary for a Weston High School Field Trip to:

---

I understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary action may be taken upon the students return to Weston High School (including suspension from school).

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

To help insure an enjoyable trip for both students and chaperones, I give permission for my son's/daughter's bags to be inspected.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

I, the student, understand that all school rules will be strictly enforced and any violation of those rules can result in my being sent home at my parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to Weston High School (including suspension from school).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

Form 3

**CONSENT FORM FOR DRIVERS OF STUDENTS  
ON SCHOOL RELATED ACTIVITIES**

The Weston Board of Education is attempting to limit as much as possible the liability of individuals involved in transporting Weston Public School students on school related trips. This is the primary reason why the school system has strongly recommended the use of public transportation whenever and wherever possible to transport students to places of interest.

Individuals who plan to drive Weston students on school related activities should be aware that they assume responsibility and liability when they personally transport students in a private vehicle. Even though the Weston Board of Education's insurance will respond in case of an accident related to a school sponsored activity, when an individual is driving students in a private vehicle, the Board of Education's insurance will respond only after the individual's personal insurance responds. Furthermore, the Weston Board of Education's insurance will generally only respond in cases of third party loss.

- I have read the above statement concerning the responsibility assumed by individuals driving Weston Public School students on school related activities and understand the liability I am accepting in driving students on school sponsored activities.
- I am a licensed driver in the State of Connecticut.
- I have not had an accident or received a traffic violation during the last three years.
- I currently have automobile insurance in force as prescribed by the State of Connecticut.
- **I have attached to this form a copy of my insurance card and a copy of the Connecticut driver's license.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

BUS COMPANIES

for Field Trips

	<u>PHONE NUMBER</u>
❖ First Student School Buses	454-1984
❖ DATTCO	(800) 229-4879
❖ Peter Pan Bus Lines	(800) 237-8747 ext. 1205 *specify Weston, CT because there is a Weston, Mass.
(Note: Arrow Line Bus was bought out by Peter Pan Bus)	
❖ Coach Tours	(203) 740-1118
❖ J & R Tours	(203) 921-1890
❖ Land Jet	(800) 992-3231 or (203) 755-1647

PLEASE NOTE: You may use other bus companies, but they must provide the Board of Ed with proof of insurance with the following requirements on their Certificate of Insurance:

- \$5 Million minimum coverage
- The certificate must read: "Town of Weston/Weston Board of Education as additional insured."

Any questions, please call the Business Office at X1407.



**WESTON HIGH SCHOOL  
OVERNIGHT EXCURSIONS**

Date: 12 / 9 / 2022

**Trip Proposed By:** Dan Passarelli

**Trip Location:** Europe. Stops including Venice, Italy; Salzburg, Austria; Vienna, Austria; Prague, Czech Republic

**Curricular Connections:** Multiple. The Venice stop will showcase architecture and culture of the Renaissance. For music students, fans Salzburg is the hometown of Mozart. Trip to Vienna includes a stop at Schonbrunn Palace (the "Versailles" of the Hapsburg clan). Prague is one the remaining original medieval cities, and will feature locations where the Prague Spring of 1968 occurred.

**Target Student Population:** Sophomores to Seniors

**Proposed Dates:** April 6-15, 2023

**Tour Company Name & Address:** ACIS Educational Tours. 330 Congress St. Boston, MA.

**Tour Contact:** Jessica Ricci

**Cost per student (tour only):** \$4200 before insurance and additional fees.

**Cancellation Policy:** New from ACIS: with the highest level of insurance coverage, full refund of cost up to 4 FOUR days of trip.

**Number of students per free chaperone:** 6 to 1 Ratio.

**Transportation:** Tour bus to JFK, round trip flight to Venice, back home from Prague.

**If air transportation, cost for transportation to/from airport (total cost and per student):**  
TBD

**Total Trip cost (including airfare, hotel, two meals per day and excursions):** Base \$4200.00

Total cost TBD based on number of students participating and coach buses required for transport.

**Proposed Teacher Organizer (\$#/night):** \$119 x9. \$1071.00

Total Stipend per Organizer: \$1071.00

All chaperones must be **WPS Staff**. Please list proposed chaperones by number. If chaperone numbers need to be reduced, highest number(s) will be reduced first. All chaperones must be approved by administration.

1. Dan Passarelli
2. Christina Conetta
3. Dan Ungar
4. Nicole Pidgeon
- 5.

Total Stipend per Chaperone x total stipends (\$/night): TBD based on final student participation.

Cost per student for transportation and stipends: TBD based on student participation.

Contingency fund per student (for emergency supplies/special circumstances – to be reimbursed at end of trip): TBD based on participation.

Final cost per student: TBD based on above factors.

Other considerations/Special circumstances:

Please attach itinerary and supporting documentation and turn in hard copy to building administration.

---

Approved:      YES                      NO

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**TRAVEL PACKET FOR  
WESTON HIGH SCHOOL: TRIP TO EUROPE APRIL 6-15, 2023**

May 10, 2022

Dear Parent/Guardian:

We are excited about the upcoming Weston High School Social Studies department trip to Venice, Italy; Prague, Czech Republic, Vienna and Salzburg, Austria. The administrator responsible for the Trip is Matt Filip, Vice Principal at WHS, and we are working with a tour company called ACIS (American Council for International Studies Educational Tours). There will be a parent meeting on (Date TBD and finalized later) to review the travel plans, flight information, hotel accommodations, COVID concerns, and to answer any logistical questions. We will also provide you with an update on our plans to help ensure a safe and successful experience for all students and chaperones in light of the recent surge in COVID-19 infection rates. It is very important that each student be represented by a parent/guardian at this meeting. Students are also welcome to attend.

In addition to the medical and permission forms we provided previously, we are providing additional information in this Travel Packet and requiring that additional forms be signed and submitted to Dan Passarelli by participating students ("Student" or "Students") and their parents or legal guardians ("Parents"). Failure to review the information in this packet and to submit the required forms may result in difficulties with the Student's ability to participate in the Trip.

Included in this packet are the following:

- TRAVEL DESCRIPTION
- AGREEMENT, WAIVER AND RELEASE OF LIABILITY
- EXPECTATIONS AND CODE OF CONDUCT
- EXPECTATIONS AND PROTOCOLS RELATED TO COVID-19
- REFUND POLICIES

***THESE DOCUMENTS HAVE IMPORTANT LEGAL CONSEQUENCES.  
DO NOT SIGN THEM UNLESS YOU KNOW WHAT THEY MEAN.***

## TRAVEL DESCRIPTION

Trip Destination: Europe (Venice, Prague, Vienna, Salzburg)

Departure Date: April 6, 2023

Return Date: April 15, 2023

Trip Leader(s): Matt Filip, Assistant Principal; Dan Passarelli WHS Social Studies

Tour Company/Trip Sponsor ("Tour Company") (if any): ACIS Educational Tours

Detailed Itinerary:

### DAY 1: OVERNIGHT FLIGHT

Depart from the USA.

### DAY 2: VENICE

Arrive in Venice, meet your ACIS Tour Manager and transfer by private motor launch to your hotel on the Lido. Then start exploring this magnificent city of canals and palaces with your 48-hour *vaporetto* pass, which allows you to come and go throughout the city as you please.

### DAY 3: VENICE

Consisting of an archipelago carved by nearly 150 canals into 118 different islands, the incomparable city of Venice contains a wealth of sights. Use your *vaporetto* pass to arrive in **St. Mark's Square** where you can see the **Basilica of St. Mark** and the Bridge of Sighs, which connected the old prisons of Venice to the interrogation rooms of the neighboring Doge's Palace. Then learn more about one of Venice's most famous exports during an authentic glassblowing demonstration before visiting the historic **Fondaco dei Tedeschi** for breathtaking views of the **Grand Canal** from its rooftop. Stop for a photo at nearby Rialto Bridge en route to an authentic *cicchetteria* where you can sample traditional Venetian-style tapas. Then explore more at your own pace with unlimited access to the entire canal network and smaller islands using your *vaporetto* pass. You'll feel like a local in no time.

### DAY 4: SALZBURG

Enjoy a spectacular morning drive through pristine Alpine settings today. Stop in Villach to see the 14th century **St. Jakob's Church** and Renaissance town hall. Continue to Salzburg, the birthplace of Mozart and setting of the movie *Sound of Music*. You may want to gain a bird's eye perspective of the Old Town by climbing **Kapuzinerberg Hill** for its panoramic views.

### DAY 5: SALZBURG

Your sightseeing tour with a local guide will highlight many of the city's "Sound of Music" sites including the lovely, manicured gardens in front of the **Mirabell Palace**, the **Sound of Music Churchyard** and the stunning Baroque **Dom Cathedral**. Next, visit **Mozart's Birthplace Museum** on the crowded shopping street, the *Getreidegasse*. This afternoon, you may want to visit the **Hohensalzburg Fortress** that looms over the city. Tonight's dinner is truly something special: Stiftskeller St. Peter's is central Europe's oldest restaurant and is tucked inside one of the courtyards of the old abbey.

#### DAY 6: VIENNA

Journey east to picturesque St. Gilgen, known for some of the finest chocolate making in the world. You'll learn to make your own Mozartkugel (a type of chocolate ball filled with marzipan) and receive a diploma for your confectionery achievements. Continue to Vienna, located along the enchanting Wachau stretch of the Danube. Upon arrival begin to explore the Baroque façades and lively squares of this musical city in which Beethoven, Strauss and Mozart once composed.

#### DAY 7: VIENNA

This morning tour the grounds and interior of **Schönbrunn Palace**, the massive Habsburg summer retreat, including the Imperial state rooms and private quarters of the Austrian Emperors. Then embark on a sightseeing tour of Vienna where an expert local guide shows you the glory of the former Imperial capital including the Ringstrasse, **Hofburg Palace** complex, Opera House and **St. Stephen's Cathedral**. Later enjoy a taste of the city's famed coffee house culture—visit one of Vienna's many glittering cafés to savor some *mélange* coffee or hot chocolate and *Sachertorte*. After dinner we'll head out for a walk through the amusements of **Prater Park**.

#### DAY 8: PRAGUE

Drive across Bohemian-Moravian farmlands, passing streams and thick evergreen forests on your way from Austria to the Czech Republic. Stop in the fairytale town of Telč to admire the colorful buildings on its historic town square, a UNESCO World Heritage Centre, and have time for lunch. Continue to Prague and visit a glass gallery and workshop where you learn about the city's glassblowing heritage and decorate your own masterpiece, Czech-style.

#### DAY 9: PRAGUE

Prague is one of Europe's most beautiful cities as you'll see during a guided sightseeing tour. A local expert will show us the quaint **Malá Strana** (Czech for "Lesser Quarter," named for its location at the foot of Prague's ancient castle) and the graceful **Charles Bridge**, built during the 14th century. We'll also visit the fortress-like **Hradčany Castle** complex, perched high above the city. Discover more of Prague at your own pace this afternoon, perhaps by exploring the Prague Ghetto which contains Europe's oldest Jewish cemetery. Enjoy your final evening of this exceptional week with a stroll to see the street performers in the Old Town Square.

## DAY 10: DEPARTURE

Depart for the USA.

Hotel Information: Various locations, different US cities TBD once trip is confirmed. Final information provided one week before departure.

Hotel: Final details for each city to be provided one week before departure.

Means of Travel: Air

Air Transportation: Final details for each city to be provided one week before departure.

Flight Information: Final details for each city to be provided one week before departure.

Bus Transportation: Final details for each city to be provided one week before departure.

Expected Number of Student Participants:

Names of Chaperones: Dan Passarelli, Christina Conetta, Erin LeBris (additional names TBD based on student participation.

Name of Trip Nurse: N/A

Anticipated Cost per Student: \$4200.00 base cost plus additional expenses TBD based on number of participants.

AGREEMENT, WAIVER AND RELEASE OF LIABILITY

The parties to this Agreement, Waiver and Release of Liability ("Agreement") are the Student, the Student's parents or legal guardians, and the Weston Board of Education (the "District"). The Student, with the consent of the Student's parents or legal guardians ("Parents"), has chosen to participate in an off-campus, overnight travel program (the "Trip"). Participation in the Trip is voluntary and not an educational requirement of the District.

The Student and the Parents will:

- complete all forms and provide the necessary information as detailed in this Travel Packet,
- certify that the information provided in this Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party Tour Company/trip sponsor ("Tour Company") (as applicable).

**I. Acknowledgements**

- Participation in the Trip is voluntary and is not an educational requirement of the District. The Trip is offered as an accommodation to students who wish to participate and is not considered part of the District's curriculum. No grade, award or academic advancement will be granted by the District as a result of a student's participation in the Trip.
- The Trip is not open to the general public and is offered only to qualified members of the District community. The District does not make any financial profit from the proceeds of the Trip nor does it charge any surcharge or other fee beyond those fees necessary to cover the cost of the Trip.
- The Student and the Parents have been given ample opportunity to review the Agreement and understand that the Agreement includes, among other things, a release of their claims against the District, its officers, directors, trustees, administrators, faculty, employees, agents and representatives (hereinafter "Released Parties") for personal injuries, damages and/or losses relating to and/or arising out of the Trip.

**II. Acknowledgement of Risk(s)**

The Student and Parents acknowledge and agree that:

- Travel generally and the activities associated with it and with the Trip present risks to the Student personally and to the Student's property, some of which may result in serious personal injury or death, and that these risks can be a consequence of not only the Student's actions or negligence but also the actions or negligence of others, or travel conditions or equipment. Travel includes risks associated with the conduct of third parties, such as risk of traffic accidents, crime, assault and/or theft.
- Travel may also involve other risks, such as unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, acts of war or terrorism, disability access, driving practices, disease, and lack of access to health care providers and facilities.
- The Student and the Parents have had the opportunity to read information that was provided about

the Trip, and understand that it is their responsibility to review websites for the Centers for Disease Control (“CDC”) and other public health authorities and to review such information periodically for updates and changes, particularly related to COVID-19, prior to the Trip. For Students who will be required to take any medications during the Trip, the Student and the Parents have conferred with the appropriate District personnel about any applicable laws, rules and/or regulations regarding the possession, use and administration of medications in the particular location(s) where the Student will be traveling during the Trip, which may be different from Connecticut’s laws, rules and/or regulations regarding the possession, use and administration of medications.

**PLEASE READ AND INITIAL TO CONFIRM:**

*I have read and/or reviewed the website for the CDC concerning health and other travel risks, cautions, and warnings, and recommendations, including any CDC Outbreak Notice/Travel Health in the areas of the United States in which the Student will be traveling.*

*I am responsible for consulting with a physician or appropriate specialist for advice on the risks of travel and recommendations for appropriate precautions.*

*I am responsible for taking the precautions recommended by the CDC.*

*I will continue to review the information above to obtain the most current, up-to-date travel information possible up to the departure date for the Trip.*

\_\_\_\_\_ Initials of Student

\_\_\_\_\_ Initials of Parent/Guardian

- The Student and the Parents have reviewed the Trip literature provided by the District and, if applicable, the Tour Company, that describes the risks associated with the Trip. The Tour Company is solely responsible for describing the risks related to the services it provides. The Student’s and the Parents’ questions and concerns regarding those risks have been addressed to their satisfaction, and they fully understand and assume those risks.
- The Student and the Parents are responsible for evaluating the risks that the Student may face and for taking any health precautions that they deem advisable or necessary and agree that the Student may participate safely in all Trip activities with or without reasonable accommodation. If the Student requires a reasonable accommodation or if the Parents have concerns about the Student’s participation in any Trip activities, they agree to provide written notice to the District at least four (4) weeks in advance of the Trip, unless extraordinary circumstances exist.
- The specific itinerary for the Trip may change during the course of the Trip due to unforeseen and unknowable circumstances and any activities that the Student may take part in, whether as a component of the Trip or separate from it, will be considered to have been undertaken with the Student’s and the Parents’ approval and understanding of any and all risks involved.
- The District is not responsible for any injury, loss, or damage to the Student’s person or property, whether resulting from acts or omissions of third parties, or other persons not under the control of the District, from the operation or condition of facilities or premises, from acts of war or terrorism, or from acts of God or nature, except to the extent that the injury, loss, or damage is caused by the sole negligence or

reckless, wanton or intentional misconduct of the District, its officers, trustees, faculty, employees, agents, or representatives.

- **Notice of Risks Related to COVID-19**

COVID-19 is an illness caused by a virus that can spread from person to person, primarily through respiratory droplets, even among individuals with mild (or no) symptoms or those who do not feel ill. COVID-19 symptoms can range from mild (or no) symptoms to severe illness. Symptoms of COVID-19 may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, headache, congestion or runny nose, muscle or body aches, sore throat, new loss of smell or taste, nausea or vomiting, and diarrhea. The estimated incubation period is between 2 and 14 days. Though COVID-19 is a relatively new disease, currently available information indicates that those at increased risk are older individuals or individuals of any age who smoke, are immunocompromised, or have underlying medical conditions (such as, but not limited to, cancer, chronic kidney disease, COPD, Down Syndrome, certain heart conditions, moderate to severe asthma, obesity, pregnancy, or sickle cell disease). Though fewer children have been sick with COVID-19 compared with adults, children can be infected, get sick or spread COVID-19 to others and those who have become ill with COVID-19 may require hospitalization or intensive care and in rare cases, the illness has resulted in death.

Currently, there are authorized and recommended vaccines to prevent COVID-19, and the CDC recommends getting an authorized COVID-19 vaccine when it is available. Though the vaccines have been effective at preventing illness, it remains uncertain the degree to which vaccines prevent people from spreading the virus that causes COVID-19 to others or the impact of such vaccines on the mutations or variations of COVID-19. For this reason, even when individuals have been vaccinated against COVID-19, the CDC recommends that all individuals continue taking precautionary measures to help prevent getting sick as we learn more about how COVID-19 vaccines work in real-world conditions. These measures include wearing masks, avoiding crowds, social distancing and isolating from others when sick, among others. Additional and updated information regarding COVID-19 is available at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and <https://portal.ct.gov/Coronavirus>.

Although the District has adopted preventative measures consistent with applicable rules, regulations, federal and state orders and guidance, and public health guidance related to COVID-19, the District cannot protect against exposure to or infection by COVID-19 that occurs due to the Student's participation in the Trip, particularly given that the Student will be traveling to another location outside of the District's control. However, by participating in the Trip, the Student and the Parents agree that the Student will abide by all health and safety protocols related to COVID-19, including those established by the District, the Trip, the Tour Company, the CDC, and other public health officials, and that they will continue to monitor information related to COVID-19 available at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and <https://portal.ct.gov/Coronavirus> up to the date of departure for the Trip.

### **III. Assumption of Risks and Waiver of Liability/Release of All Claims**

In consideration for being allowed to participate in the Trip, and with only those exceptions described below, the Student and the Parents fully ASSUME ALL RISKS, inherent and otherwise, whether or not described above, in connection with the Trip and RELEASE AND DISCHARGE the District, its officers, trustees, faculty, employees, agents or other representatives under the direction and control of the District (the "Released Parties") from any and all liability, damage, injury or loss, including bodily injury or death, arising from, related to, occurring during, or associated with the Student's participation in the Trip for any reason. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims do NOT

apply if (1) the liability, damage, loss or injury is CAUSED SOLELY BY THE NEGLIGENCE of the Released Parties and do not include the negligence or any other act or omission by any other person or entity (such as the Student, the Parents, other third parties or independent vendors/contractors); or (2) the liability, damage, loss or injury is CAUSED BY THE RECKLESS, WANTON or INTENTIONAL MISCONDUCT of a Released Party. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims will be construed in accordance with Connecticut law.

#### **IV. Indemnification and Hold Harmless**

The Student and the Parents agree to defend, indemnify and hold harmless the Released Parties from any and all claims, lawsuits or demands made by anyone arising from or relating to the Student's involvement with the Trip, except for negligence caused solely by a Released Party or the reckless, wanton or intentional misconduct of a Released Party.

#### **V. Code of Conduct and Adherence to Standards**

The Student and the Parents understand and agree that:

- By participating in the Trip, the Student is subject to the policies, rules and regulations of the District and the Tour Company, and may be subject to District disciplinary action as provided in the District's Student Handbook and applicable student discipline policies for any violations of applicable policies, rules and/or regulations.
- The Student will be subject to the laws, rules and regulations of the location where the Student is traveling and those laws may be substantially and materially different from those in Connecticut.
- While participating in the Trip, the Student will comply with the Expectations and Code of Conduct, attached as Appendix A, and the Expectations and Protocols Related to COVID-19, attached as Appendix B, and will not engage in inappropriate conduct, including but not limited to the use of physical or verbal threats or violence or unauthorized absences from scheduled Trip activities.
- Consumption, use or possession of illegal drugs or alcohol will not be tolerated.
- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations.

#### **VI. Financial Obligations**

The Student and the Parents agree:

- to pay any money owed to cover any costs and fees relating to the Trip (for travel, accommodations, cultural visits and the like) by the date specified;
- to pay any additional costs that may be incurred relating to the termination of the Student's participation in the Trip, as explained in Appendix A, Appendix B, and Section VIII below; and
- to abide by the Tour Company's and/or the District's Refund Policies, which are attached as Appendix C.

## **VII. Participation and Trip Modification**

The Student and the Parents understand and agree that:

- The District and/or Tour Company reserve the right to cancel or modify the Trip at any time for any reason, including but not limited to emergencies, low enrollment, change in conditions, COVID-19, and unavailability of facilities and/or personnel.
- Absent express permission from the Trip Leader(s), the Student will attend and participate in all scheduled Trip activities and will adhere to the Trip schedule as set by the District and/or the Tour Company.
- Failure of the Student to attend and participate in all scheduled Trip activities may result in increased risk for all of the participants and the District, and may result in disciplinary consequences in accordance with the Expectations and Code of Conduct.

## **VIII. Termination of Participation**

The Student and the Parents understand and agree that:

- In its sole discretion, the District may terminate the Student's involvement with the Trip at any time, including before departure or during the Trip. Reasons for termination may include, but are not limited to, inappropriate conduct or other behavior by the Student deemed detrimental to the best interests of the Trip and violations of this Agreement, including (but not limited to) the Expectations and Code of Conduct, the Expectations and Protocols related to COVID-19, emergencies, or health or safety conditions or considerations.
- If the Student's conduct or health should cause him/her to be removed from the Trip, the Participant and the Parents or legal guardians will bear the costs of return transportation. Such termination shall not diminish or otherwise alter the Student's obligation to make any payment required for the Trip, and the District shall not be required to make any refund.

## **IX. Activities Outside the Trip's Itinerary**

The District strongly advises against voluntarily withdrawing the Student early from the trip and thereby causing the Student to travel separately from trip participants and chaperones. Such early withdrawal of the Student from the Trip by the Parents and/or the Student presents risks to the Student personally and to his/her property, some of which may result in serious personal injury or death. Notwithstanding the foregoing, should the Student choose to, or should the Parents cause the Student to, remain at the Trip location or elsewhere after the Trip ends, or should the Student leave the Trip voluntarily or involuntarily, the Student will cease to be involved in the Trip; the Parents will be fully responsible for the Student thereafter; and the District will not be responsible for supervising the Student in any respect, or for any injury, loss, or damage to the Student's person or property.

## **X. Severability**

It is understood and agreed that, if any provision or term of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions, terms or applications of this Agreement which can be

given effect without the invalid provisions, terms or applications. To this end, the provisions and terms of this Agreement are declared severable.

**XI. Governing Law; Venue**

This release shall be construed in accordance with, and governed by, the laws of the State of Connecticut. The parties agree that venue for any dispute arising under this Agreement shall be in any Connecticut court of competent jurisdiction.

**XII. Construction and Scope of Agreement**

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement, which includes the entire Travel Packet, including the permission slips and medical forms provided on (DATE TBD, 2023), is the entire and complete agreement of the parties relating in any way to the subject matter hereof. This Agreement supersedes any earlier written or oral understandings or agreements between the parties.

---

Student signature

Date

Parent/Legal Guardian signature

Date

Parent/Legal Guardian signature

Date

Weston Board of Education

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Signature  
Superintendent of Schools

Date

---

Print Name

---

Title

## APPENDIX A

### Expectations and Code of Conduct

The Weston Board of Education wishes to insure that the Trip is a great one for everyone involved. With large groups, order is important. Rules are necessary to guarantee your safety and the success of the Trip. Please understand that the expectations listed below are important and are for everyone to follow. As this is a District-sponsored trip, all participants are expected to conduct themselves with the maturity, respect, and dignity that are expected of a student in the District. Each participant is an ambassador for the District and the reputation you create by your behavior, actions, and performance directly reflects on the entire school community.

1. All students will be expected to follow behavior guidelines and requirements as set forth in the Weston High School Student Handbook.
2. The use of any alcoholic beverages, drug substances, or any type of tobacco is not permitted.
3. Students will follow the directives of all chaperones that have been appointed for the Trip.
4. Involvement in any misconduct during the Trip that violates local or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students or chaperones, will result in disciplinary action. Chaperones cannot intervene on behalf of any student who might be arrested for shoplifting, vandalism, disturbing the peace, etc. Such an event would jeopardize the success of the Trip and the possibility of any future trips hereafter.
5. Leaving assigned areas without prior consent from a chaperone will not be permitted.
6. Students will be responsible for their own belongings, including luggage, music, and passport.
7. Do not use hotel phones or make any additional room purchases.
8. Students will be on time on all occasions, respecting the group timeline of the Trip.
9. Students are not permitted to leave hotel premises after curfew. Disciplinary action will be taken.
10. Students will be expected to have spending money and money for meals/snacks as requested on the Trip.
11. All students are expected to travel in groups of three or more at all times.

If infractions occur during the Trip, it will be at the discretion of the chaperones and/or District administrators what action will be taken during the Trip, including but not limited to the following: (1) limited free time; and/or (2) students will be sent home early at parent's or legal guardian's expense. Students may also face disciplinary action upon return to Weston High School after the Trip.

I have read the above rules and regulations. I agree to the consequences in the event a problem with my child arises. I understand that I will be required to provide transportation for my child to return home, if it is deemed necessary by the chaperone(s) and/or the District's administration.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above rules and regulations and I agree to abide by them. I also understand that, in the event of my misconduct, I will be sent home at my parent's or legal guardian's expense.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B

### Expectations and Protocols Related to COVID-19

#### Before the Trip:

- It is highly recommended that all students participating in the Trip are vaccinated. Please email the Weston High School nurse with a copy of your child's vaccination card to [sherylzulkeski@westonps.org](mailto:sherylzulkeski@westonps.org), if you have not done so already.
- Prior to leaving for the airport students will be given a temperature check and asked to complete and sign a COVID-19 symptom checklist.
- Students who are infected with COVID-19 before departing for the Trip will not be permitted to participate in the Trip. For information regarding refund policies, please refer to the Agreement above and Appendix C.

#### During the Trip:

- Students will be required to wear masks while on buses and on the flights.
- Students must adhere to all school rules for wearing masks indoors and social distancing during the Trip.
- Only students who are assigned to each hotel room will be permitted in that particular room. Students may not visit inside each other's rooms during this Trip.

#### Protocols for students experiencing COVID-19 symptoms during the trip:

If a student experiences or exhibits COVID-19 symptoms at any point during the trip, the following actions will be taken:

- The student promptly will be given a COVID-19 test via self-testing with an FDA approved or authorized COVID-19 test kit ("Test Kit"), administered by the Trip nurse or other chaperone.
- If the student tests negative for COVID-19, the student may continue participating in the Trip with no change to the applicable expectations, rules, and protocols for the Trip.
- The student's parent/guardian will be promptly notified of the test result.

#### Protocols for students who test positive for COVID-19 via a Test Kit:

- The student will be isolated in a hotel room and will be monitored regularly by the Trip nurse and a chaperone.
- The student's parent/guardian will be notified promptly, and the parent/guardian will be required to travel to Orlando within 24 hours of receiving such notification.
- Once the student is with their parent/guardian in Orlando, the student's participation in the Trip is terminated and the parent/guardian will be considered to have assumed full responsibility for the student's care, including, without limitation, responsibility for monitoring the student and transporting the student home. The parent/guardian is responsible for all costs incurred in connection with the student upon termination of the student's participation in the Trip, as set forth more fully in the Agreement above.

## APPENDIX C

### Cancellation Policy

ACIS allows for full refund of trip cost up to four days before departure, with the purchase of Ultimate Protection Plan. No refund will be given for the cost of transportation to and from airport or chaperone costs.

## Overnight Field Trip Guidelines

### March 1, 2022

1. Field Trip Requests
  - a. Please fill out the Field Trip Request Form and submit it to the Assistant Superintendent's Office along with the WPS Travel Packet.
  - b. The WPS Travel Packet should include the:
    - i. Travel Description, Agreement, Waiver and Release of liability
    - ii. Code of Conduct, Expectations and any other Protocols.
    - iii. Included in the expectations should be a statement about students must be in good standing to attend the trip (e.g. attendance, grades)
  - c. Medical forms should accompany the Travel Packet.
  - d. All students will need to submit the signed Travel Packet to attend the trip.
  - e. The administrator will present the purpose and educational value of the trip to the BOE Curriculum Committee once the trip is approved by Central Office Administration.
  
2. Trip Fees
  - a. A travel budget should be submitted to the Assistant Superintendent's Office along with the Field Trip Request Form.
  - b. All Costs associated with the trip must be factored into the per student cost.
    - i. Transportation, accommodations (double occupancy), meals; single occupancy for chaperones.
    - ii. Overnight chaperone stipend per the current WTA contract.
    - iii. Trip nurse
    - iv. Any other foreseeable costs associated with the trip (e.g. medical, additional carry over equipment, t-shirts)
  - c. Fundraising may be used to reduce the per student cost of trips.
  
3. Chaperones
  - a. Chaperones should ideally be certified educators from the building's faculty.
  - b. In the event that a certified educator from another building is being considered as a chaperone, then the building principal should contact the other building principal to ask if this is feasible at the time the trip request is being made and prior to inviting the staff member
  - c. Paraprofessionals may be needed to attend a trip as 1:1 aides for students. However, they should not serve as chaperones unless there is a compelling reason.
  - d. Spouses and family members of chaperones are not permitted to travel with the group. Exceptions are a certified staff member's child, as a student of the school, participates.
  
4. Parent meetings
  - a. A parent informational meeting is encouraged at the time of announcing the trip to students.

- b. A parent meeting with an administrator and trip leader is required just prior to the start of the trip to review trip itinerary and expectations.

~~Ceremonies and Observances~~

**Separation of Church and State**

**Salute to the Flag and the Star Spangled Banner**

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.

**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 choose to not recite ~~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.

~~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.~~

### **Observance of Religious Holidays**

It is Board policy that school will be closed on holidays as outlined in the WPS district calendar~~the first day of Rosh Hashanah and on Yom Kippur.~~ Teachers should refrain from administering tests and quizzes on the day after these holidays. Major school functions should not be scheduled on the evening immediately preceding these holidays.

~~Individuals whose observance of other recognized religious holidays should be accorded like accommodations.~~

### **Absence for Religious Observation**

Student absences from school, including co-curricular activities and sports, 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~~should support curricular objectives.
2. All religions ~~must~~should 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.
4. 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.
5. Programs should focus on seasonal rather than religious themes! inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
6. Performances which recognize holidays ~~must~~should be of an artistic nature, not religious. Religious music ~~must~~should not dominate any school program. Program selections should not, by their nature, exclude students from participation.
7. The Cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
8. 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.

Legal Reference: Connecticut General Statutes  
10-1 6a Silent Meditation  
10-29a Certain days to be proclaimed by governor  
10-230 Flags for schoolrooms and schools  
PA 02-119, An Act Concerning Bullying Behavior in Schools and  
Concerning the Pledge of Allegiance  
BOE Policy 6154 Homework  
No Child Left Behind Act

Policy adopted: November 25, 2002  
Policy revised: April 27, 2004  
Policy revised: \_\_\_\_\_, 2022

Weston Public Schools  
Weston, Connecticut

DRAFT

**STUDENT DISCIPLINE**

I. Definitions

- A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- B. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- C. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (e.g., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- D. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- F. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.

- H. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- I. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- J. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- K. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- L. **School Days** shall mean days when school is in session for students.
- M. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Weston Board of Education (the "Board") and includes activities conducted on or off school property.
- N. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

- O. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- P. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- Q. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- R. For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

II. Scope of the Student Discipline Policy

A. ***Conduct on School Grounds, on School Transportation, or at a School-Sponsored Activity:***

1. Suspension. Students may be **suspended** for conduct on school grounds, on school transportation, or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
2. Expulsion. Students may be **expelled** for conduct on school grounds, on school transportation, or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

B. *Conduct off School Grounds:*

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in Section 29-38 of the Connecticut General Statutes, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.** The Administration and/or the Board of Education may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**

D. On and after January 1, 2022, a student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status or any other characteristic protected by law.
7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire.

Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For purposes of Paragraph 15, the term “electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of

any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or

at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
  - a. causes physical or emotional harm to an individual;
  - b. places an individual in reasonable fear of physical or emotional harm; or
  - c. infringes on the rights or opportunities of an individual at school; or

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the

conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where the principal has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the Administration has reason to believe:

1. was in **possession on school grounds, on school transportation, or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
3. was engaged **on or off school grounds or school transportation in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms “**dangerous instrument,**” “**deadly weapon,**” “**electronic defense weapon,**” “**firearm,**” and “**martial arts weapon,**” are defined above in Section I.

- C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds, on school transportation, or at a preschool program-sponsored event. The term “**firearm**” is defined above in Section I.
- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or designee determines that a student should or must be expelled, the Superintendent or designee shall forward such recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades

kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send the student to a designated area and notify the principal or the principal's designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
  - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
    - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such

a disruption of the educational process that he or should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

- b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
  9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
  10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.
  11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
  12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
  13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before

the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

A. ***Emergency Exception:***

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. ***Hearing Panel:***

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must

be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

**C. *Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):***

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the Administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by an attorney or other advocate of the student's choice at the student's expense or at the expense of the student's parent(s) or guardian(s).

- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or the student's parent(s) or guardian(s) requires the services of an interpreter because they do not speak the English language or are disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
- j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. ***Hearing Procedures:***

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.

5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.
7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members.
8. The student shall not be compelled to testify at the hearing.
9. After the Administration has presented its case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or the student's representative.
10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the

second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
18. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. ***Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property or on school transportation, and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property or school transportation for a specified purpose or to participate in a particular school-sponsored activity.

F. ***Stipulated Agreements:***

In lieu of the procedures used in this Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on the student's own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. **Alternative Educational Opportunities for Expelled Students**

A. ***Students under sixteen (16) years of age:***

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

**B. *Students sixteen (16) to eighteen (18) years of age:***

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if the student requests it and if the student agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board of Education shall count the expulsion of a pupil when the student was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when the student is between the ages of sixteen and eighteen.

**C. *Students eighteen (18) years of age or older:***

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

**D. Content of Alternative Educational Opportunity**

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

2. The Superintendent, or designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the State Board of Education. Such administrative regulations shall include, but are not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):***

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

F. ***Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

X. **Notice of Student Expulsion on Cumulative Record**

Notice of expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(16), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. ***Student moving into the school district:***

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. ***Student moving out of the school district:***

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently

renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. ***Suspension of IDEA students:***

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. ***Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:***

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of the student's disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or designee) should consider the nature of the misconduct and any relevant educational records of the student.

**C. *Removal of Special Education Students for Certain Offenses:***

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
  - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds, on school transportation, or at a school-sponsored activity, or
  - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school,

on school transportation, or at a school-sponsored activity;  
or

- c. Has inflicted serious bodily injury upon another person while at school, on school premises, on school transportation, or at a school function.

2. The following definitions shall be used for this subsection XII.C.:

- a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
- b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
- c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
- d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

- 1. The parents/legal guardians of the student must be notified of the decision to recommend the student for expulsion.
- 2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship

between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of the student's disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
  4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such

readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Connecticut General Statutes:

- § 10-16 Length of school year
- § 10-74j Alternative education
- §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
- § 10-222d Safe school climate plans. Definitions. Safe school climate assessments
- §§ 10-233a through 10-233f Suspension and expulsion of students
- § 10-233l Expulsion and suspension of children in preschool programs

- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited. Exceptions. Signage required. Penalties
- § 21a-240 Definitions
- § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug-dependent person
- §§ 21a-408a through 408p Palliative Use of Marijuana
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- § 53a-3 Definitions
- § 53-206 Carrying of dangerous weapons prohibited
- § 53-344 Sale or delivery of cigarettes or tobacco products to persons under twenty-one.
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years or age

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety and Education of Children.”

*Packer v. Board of Educ. of the Town of Thomaston*, 717 A.2d 117 (Conn. 1998).  
*State v. Hardy*, 896 A.2d 755 (Conn. 2006).  
*State v. Guzman*, 955 A.2d 72 (Conn. App. Ct. 2008).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.  
 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
 18 U.S.C. § 921 (definition of “firearm”)  
 18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)  
 18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)  
 21 U.S.C. § 812(c) (identifying “controlled substances”)

34 C.F.R. § 300.530 (defining “illegal drugs”)  
Gun-Free Schools Act, 20 U.S.C. § 7961  
*Honig v. Doe*, 484 U.S. 305 (1988)

ADOPTED: June 21, 1999  
REVISED: October 20, 2008  
April 18, 2016  
May 20, 2019  
February 22, 2021  
\_\_\_\_\_, 2022

WESTON PUBLIC SCHOOLS  
Weston, CT

DRAFT

**Regulation 5114  
Students**

**ADMINISTRATIVE REGULATIONS REGARDING ALTERNATIVE  
EDUCATIONAL OPPORTUNITIES FOR EXPELLED STUDENTS**

I. Applicability of these Administrative Regulations

These administrative regulations shall apply in cases when, pursuant to state law, a student in the                      ~~Weston~~ Public Schools (the “District”) is entitled to an alternative educational opportunity during a period of expulsion.

II. Responsible Personnel

The building principal of the school from which the student has been expelled, or designee(s), shall maintain responsibility for compliance with these administrative regulations relative to the individual student who is being provided with the alternative educational opportunity.

III. Student Placement Procedures

A. After a student has been expelled, and unless extraordinary circumstances exist, the building principal, or designee(s), will take the following steps:

1. Meet with the expelled student’s parent(s)/guardian(s) prior to the student’s placement in an alternative educational setting to provide information concerning the potentially appropriate alternative educational opportunities for the student and to inform the parent(s)/guardian(s) and student of the right to apply for early readmission to school in accordance with Conn. Gen. Stat. Section 10-233d(j).
2. Consult with relevant school personnel from the school from which the student was expelled, who are knowledgeable about the student, to obtain information regarding the student’s academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. Such information may be gathered by written reports.
3. After placement options have been shared with the parent(s)/guardian(s), convene a placement meeting at which all alternative educational opportunities are explored and a placement decision is made.

B. The educational programming and placement for expelled students who are eligible to receive special education and related services under the

Individuals with Disabilities Education Act (“IDEA”) shall be determined by the student’s Planning and Placement Team (“PPT”). In such case, Subsection A above shall not apply.

#### IV. Individualized Learning Plan

##### A. Development of the Individualized Learning Plan

After the student has been accepted into an alternative educational placement, the principal, or designee, will develop an Individualized Learning Plan (“ILP”) that will govern the programming for the student for the period of expulsion. To develop the ILP, the principal, or designee, will collaborate with school personnel from the school from which the student was expelled, the student and the parent/guardian, and will review all relevant student records.

##### B. Contents of the Individualized Learning Plan

1. The ILP will reference student records with information relevant to the provision of an alternative educational opportunity. These records may include:
  - a. Student success plan (for students who have a student success plan as mandated by state law, the student success plan may inform the ILP but does not replace the ILP);
  - b. Individualized education program (“IEP”);
  - c. Section 504 Plan;
  - d. Individualized health care plan or emergency care plan; and/or
  - e. Other relevant academic and behavioral data.
2. The ILP will address the following:
  - a. The student’s academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the student’s core classes at the time of expulsion and the student’s current placement or progress in the curriculum for those classes so that the student has an opportunity to continue to progress in the Board’s academic program and earn graduation credits, if applicable;

- b. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;
  - c. Provision for the timing and method for reviewing the student's progress in the alternative educational opportunity and for communicating that progress to the parent/guardian or student. For most students, monitoring and reviewing the student's progress will include monitoring the student's attendance, work completion and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable. The student's progress and grades will be communicated to the parents/guardians or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students. The student's progress and grades will also be reported to the school from which the student was expelled;
  - d. Provision for the timely transfer of the student's records both from the student's school to the alternative educational opportunity provider, and also from the alternative educational opportunity provider to the student's school; and
  - e. The possibility of early readmission to the school from which the student was expelled and the early readmission criteria, if any, established by the Board of Education or Superintendent, as applicable.
- V. Review of Student's Placement in Alternative Educational Opportunity and Individualized Learning Plan
- A. A review of the appropriateness of the placement must occur at least once per marking period.
  - B. The placement review must include:
    - 1. Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable; and

2. Consideration of opportunities for early readmission as set forth in the ILP, as established by the Board of Education or Superintendent, as applicable.

## VI. Transition Plan for Readmission

- A. Before a student is readmitted to the school from which the student was expelled, relevant staff should provide an opportunity to meet with the parents/guardians and student to discuss the student's readmission. As part of the readmission process and the student's ILP, the principal, or designee, should consider:
  1. Efforts to readmit the student at a semester starting point (at the high school level);
  2. A plan to transfer the student's credits and records back to the school from which the student was expelled:
    - a. The District will award an expelled high school student appropriate high school credit for work satisfactorily completed during the period the student participates in the alternative educational opportunity and will transfer relevant records back to the school from which the student was expelled;
    - b. The District will provide an expelled student transferring to a new school district a progress summary of all work completed during the course of the student's expulsion, and will indicate the course credit earned by the student for that work.
  3. The student's need for academic and other supports upon returning to school; and
  4. Efforts to connect the returning student with opportunities to participate in extracurricular activities.
- B. In the event the principal, or designee, determines that a student's alternative educational opportunity is no longer beneficial to the student, but it remains inappropriate to return the student to the school from which the student was expelled, a plan for a different alternative educational opportunity may be developed in accordance with the procedures outlines in these Administrative Regulations.

## Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233d

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled* (January 3, 2018).

ADOPTED: June 21, 1999  
REVISED: October 20, 2008  
April 18, 2016  
May 20, 2019  
February 22, 2021  
\_\_\_\_\_, 2022

WESTON PUBLIC SCHOOLS  
Weston, CT

11/10/2021

**POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

The Weston Board of Education (the “Board”) encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

**Legal References:**

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

Adopted: November 6, 1989

Revised: August 19, 2013

Revised: \_\_\_\_\_, 2022

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut

**ADMINISTRATIVE REGULATIONS  
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for the proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:
  - a. the frequency of visits;
  - b. the duration of the visit;
  - c. the number of visitors involved;
  - d. the effect of the visit on a particular class or activity;
  - e. the age of the students;
  - f. the nature of the class or program;
  - g. the potential for disclosure of confidential personally identifiable student information;

- h. whether the visitor/observer has a legitimate educational interest in visiting the school;
  - i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;
  - j. any safety risk to students and school staff; and
  - k. compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable.
6. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. When a requested observation is refused, the building Principal or responsible administrator will provide the parent/guardian with the reason for the decision and will work to develop alternative ways for the parent/guardian to obtain the information the parent/guardian seeks.
  7. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building Principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.
  8. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.
  9. The district has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building Principal or responsible administrator as soon as possible.
  10. All visitors and observers permitted inside school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

11. A refusal to comply with any of the Board’s policy provisions and/or regulations concerning visitors shall constitute grounds for denial of the visitor’s privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

Legal References:

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

Adopted: November 6, 1989

Revised: August 19, 2013

Revised: \_\_\_\_\_, 2022

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

## Parent/Provider Request for Classroom Observation

The Weston Public School District welcomes visits to our schools and classrooms by parents/guardians, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least five days in advance of a requested observation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Person Making Request: \_\_\_\_\_

Student: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Requested Location and Date of Observation:

Location: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Observation (What specifically would you like to observe?)

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### For Outside Agency Providers Only:

Name of Agency:

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Purpose of the Observation:

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(Must provide proof of release of information signed by parent/guardian within past 12 months)

**For School District Personnel:**

Date of Pre-Conference: \_\_\_\_/\_\_\_\_/\_\_\_\_

Conference Facilitator: \_\_\_\_\_

Date of Scheduled Observation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Observer Assigned: \_\_\_\_\_

Date of Post-Conference: \_\_\_\_/\_\_\_\_/\_\_\_\_

Conference Facilitator: \_\_\_\_\_

Concerns and/or main points discussed?

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If disapproved, please state reason(s):

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**Request to Access Classroom(s) or Personnel for Special Education  
Evaluation and/or Observation Purposes**

Student: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

**Parent/Guardian**

*(complete this section if the person making the request is the parent/guardian)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: \_\_\_\_\_

for the purpose of: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent's Independent Evaluator or Other Qualified Professional**

*(complete this section if the person making the request is not the parent/guardian)*

Name: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

My professional training and/or licensure or certification, if applicable, is (check all that apply):

- Teacher, certified in the areas of: \_\_\_\_\_  
Connecticut certified:  Yes  No
- |   |  |
|---|--|
| <input type="checkbox"/> Clinical Psychologist                                  | <input type="checkbox"/> School Psychologist         |
| <input type="checkbox"/> Licensed Clinical Social Worker                        | <input type="checkbox"/> Licensed Social Worker      |
| <input type="checkbox"/> School Social Worker                                   | <input type="checkbox"/> Occupational Therapist      |
| <input type="checkbox"/> Physical Therapist                                     | <input type="checkbox"/> Speech/Language Pathologist |
| <input type="checkbox"/> Audiologist  | <input type="checkbox"/> Psychiatrist                |
| <input type="checkbox"/> Registered Nurse                                       | <input type="checkbox"/> Certified School Nurse      |
| <input type="checkbox"/> Other qualified Professional (list credentials): _____ |  |

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

- Observation of student in the following classroom(s)/setting(s): \_\_\_\_\_ Duration: \_\_\_\_\_
- Opportunity to interview the following personnel believed to work with the student: \_\_\_\_\_ Duration: \_\_\_\_\_
- Opportunity to interview the student.
- Student records, as noted in the attached, signed Authorization to Release Student Record Information.

**Acknowledgement**

*(to be completed by the person making the access request)*

I understand that the Weston School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of Policy #1250.1 and its

accompanying Administrative Regulation, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

X

\_\_\_\_\_  
Individual Requesting Access Signature

X

\_\_\_\_\_  
Name

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian Verification**

*(must be completed whenever an independent evaluator or other qualified professional requests access)*

I, \_\_\_\_\_, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the Weston School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

X

\_\_\_\_\_  
Parent/Guardian Signature

X

\_\_\_\_\_  
Parent/Guardian Name

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## UNIFORM TREATMENT OF RECRUITERS

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the district's secondary school[s]. Access may be granted through programs conducted by the Guidance Department. Such programs may consist of career days, college fairs, individual school visitations, in-school recruiting.

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of secondary school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student or the parent of a secondary school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

### Legal References:

- Conn. Gen. Stat. §10-221b      Boards of education to establish written uniform policy re treatment of recruiters
- Every Student Succeeds Act § 8025, 20 U.S.C. § 7908  
    Armed Forces recruiter access to students and student recruiting information
- National Defense Authorization Act for Fiscal Year 2002 § 544, 10 U.S.C. § 503  
    Enlistments: recruiting campaigns; compilation of directory information

ADOPTED: \_\_\_\_\_, 2022

Weston Public Schools  
Weston, CT

## EMERGENCY ACTION PLAN FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC EVENTS

~~*[In accordance with Connecticut General Statutes Section 10-212i, local and regional boards of education are required, in consultation with local emergency medical services providers and allied health professionals, to develop and implement an emergency action plan for responding to serious and life-threatening sports-related injuries that occur during interscholastic and intramural athletic events. This policy outlines the requirements of such plan, but the particular components of any such plan will be district-specific and should be developed with medical professionals, as required by law.]*~~

The \_\_\_\_\_ Weston Board of Education (the “Board”), in consultation with local emergency medical services providers and allied health professions, authorizes the Administration to develop an emergency action plan to be followed in the event that a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event. Such plan shall include, but need not be limited to, the following components:

- 1) A list of the school employees, coaches or licensed athletic trainers in each school who will be responsible for implementing the emergency action plan and a description of each person's responsibilities under the plan;
- 2) Identification of the location(s) or venue(s) where the interscholastic or intramural athletic event is taking place;
- 3) A description of the equipment and supplies that may be available at the site of the interscholastic or intramural athletic event that will assist in responding to an emergency, including the location of where such equipment and supplies may be found at such site;
- 4) A description of the procedures to be followed when a student sustains a serious sports-related injury, including, but not limited to, responding to the injured student, summoning emergency medical care, assisting local first responders in getting to the injured student and documenting the actions taken during the emergency;
- 5) A description of the protocols to be followed during cardiac or respiratory emergencies, including the operation of an automatic external defibrillator, use of cardiopulmonary resuscitation or the administration of medication, in accordance with applicable state law and Board policy;
- 6) A description of the protocols to be followed when a student is observed to exhibit signs, symptoms or behaviors consistent with a concussion or is diagnosed with a concussion, in accordance with applicable state law and Board policy;

- 7) A description of the protocols to be followed when a student suffers from a traumatic brain injury or spinal cord injury, provided such protocols are designed to include instructions that are based on the level of training of the person implementing the emergency action plan and are in accordance with best practices and state law; and
- 8) A description of the protocols to be followed in the event of heat and cold-related emergencies, provided such protocols are in accordance with current professional standards.

In developing the emergency action plan, the Administration may also consult recommendations from the governing authority for intramural and interscholastic athletics.

The Board shall annually review such emergency action plan and authorize the Administration to update such plan, as necessary. Any school employee, coach or licensed athletic trainer identified in the emergency action plan shall (1) annually rehearse such emergency action plan, and (2) be certified in cardiopulmonary resuscitation and have completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health, any director of health, or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross.

The Board shall distribute the emergency action plan to all school employees, coaches and licensed athletic trainers identified in the emergency action plan. The Board shall also post such emergency action plan in all athletic facilities and at all sites where interscholastic and intramural athletic events will take place, and make such emergency action plan available on the Internet web site for the school district or school.

#### Legal References

Conn. Gen. Stat. § 10-212i. Emergency action plans for serious and life-threatening sports-related injuries during interscholastic and intramural athletic events

Connecticut Association of Schools, Connecticut Interscholastic Athletic Conference, Medical Handbook 2022-2023, available at [https://www.casciac.org/pdfs/CIAC\\_medical\\_handbook22-23.pdf](https://www.casciac.org/pdfs/CIAC_medical_handbook22-23.pdf).

ADOPTED: \_\_\_\_\_, 2022

Weston Public Schools  
Weston, CT

**EXERTIONAL HEAT ILLNESS AWARENESS FOR  
INTRAMURAL AND INTERSCHOLASTIC ATHLETICS**

Prior to commencing a coaching assignment for the season, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any \_\_\_\_\_ Weston Board of Education (“Board”) intramural or interscholastic athletics shall complete an exertional heat illness awareness education program developed or approved by the governing authority for intramural and interscholastic athletics (the “Program”). Such program shall include, but need not be limited to, (1) the recognition of the symptoms of an exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of having an exertional heat illness, and (3) the nature and risk of exertional heat illness, including the danger of continuing to engage in athletic activity after sustaining exertional heat illness and the proper method of allowing a student athlete who has sustained exertional heat illness to return to athletic activity.

Any person who holds or is issued a coaching permit by the State Board of Education and is a coach of Board intramural or interscholastic athletics shall annually review the Program.

Upon development by the governing authority for intramural and interscholastic athletics of a model exertional heat illness awareness plan, the Board shall implement such plan by utilizing written materials, online training or videos or in-person training that shall address, at a minimum: (1) the recognition of signs or symptoms of exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of an exertional heat illness, (3) the nature and risks of exertional heat illness, including the danger of continuing to engage in athletic activity after experiencing exertional heat illness, (4) the proper procedures for allowing a student athlete who has experienced exertional heat illness to return to athletic activity, and (5) best practices in the prevention and treatment of exertional heat illness.

The Board shall provide each participating student and each participating student’s parent or legal guardian with information regarding exertional heat illness awareness. The Board shall prohibit a student athlete from participating in any intramural or interscholastic activity unless the student athlete, and a parent or guardian of such student athlete, (1) reads written materials, (2) views online training or videos, or (3) attends in-person training regarding exertional heat illness awareness. Acknowledgment of adherence to this standard by the student athlete and the parent or guardian shall be made by the parent's or guardian's signature on an athletic participation informed consent form issued by the Board.

Legal References

Conn. Gen. Stat. § 10-149h. Exertional heat illness awareness education program

ADOPTED: \_\_\_\_\_, 2022

Weston Board of Education  
Weston, CT 06883

**Communications Committee Meeting**  
Friday, November 4, 2022 9:00 AM  
Via Google Meet

Present Committee Members:

David Felton (Chairperson), Sharon Ferraro

Present Administration:

Dan Divito, Director of Technology and Digital Learning, Lisa Barbiero, Superintendent

**1. Call to order**

The meeting was called to order at 9:06 a.m.

**2. Approval of Minutes**

**Motion Passed:** Move that the Communications Committee approve the October 2022 meeting minutes. This motion was made by Sharon Ferraro and seconded by David Felton.

2 Yeas – 0 Nays

**3. Website Migration Update**

Discussion:

- Mr. DiVito spoke on the migration of data to the new website platform.
- He reviewed specific changes on the home page and horizontal navigation bar.
- Committee members discussed the best placement of commonly used links.
- They also discussed having fewer navigation clicks to joining Board of Education meetings.

Meeting adjourned at 9:44 a.m.

Respectfully submitted,

June Curiano

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Chairperson

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Superintendent

## **Curriculum Committee Meeting**

November 11, 2022, 3:00 p.m.

Via Google Meet

### Present Committee Members:

Bernadette Kingsley (Chairperson), David Felton, Melissa Walker

### Present Administration:

Lisa Barbiero, Superintendent; Tina Henckel, Assistant Superintendent; Tracy Edwards, Director of PPS; Meghan Ward, WHS Principal; Pattie Falber, WIS Principal; Laura Kaddis, HES Principal; Meredith Starzyk, WHS Director Counseling

### Members of the Public:

Kristana Esslinger

## **1. Call to Order**

The meeting called to order at 3:03 p.m.

### Discussion:

Ms. Henckel reviewed the general purpose of the Curriculum Committee meetings and reviewed the virtual meeting norms.

## **2. Approval of June 2022 minutes**

### Discussion:

Committee members suggested two corrections to the Draft October minutes. Mrs. Curiano made note of the corrections.

Motion Passed: Move that the Curriculum Committee approve the October 2022 meeting minutes. This motion made by Melissa Walker and seconded by David Felton.

**3 Yeas – 0 Nays**

## **3. WHS Program of Studies Review**

### Discussion:

- Ms. Henckel discussed the decision-making process of the Program of Studies Review. The 2022-23 school year will be a year of reflection, fact-finding and gathering of data. Following the year of reflection, any changes to the Program of Studies will be for the next school year (2024-25).
- The District is exploring some alternate options or partnerships with other high schools or colleges for students who may be looking for a specific pathway that the District cannot offer.

- Committee members asked about changing to AP college credit or an IB program. WPS Administration is having discussions about those programs, which include looking at feasibility and logistics.
- It was noted that the program review discussions are inclusive of special education students.

#### **4. WHS Link Crew Overview**

Discussion:

- Ms. Ward described the purpose of Link Crew, which is a high school transition program. It creates an opportunity for ninth graders to have mentorship opportunities with upperclassmen.
- The Weston Education Foundation (WEF) is sponsoring the training. The program will train eleventh and twelfth grade students to mentor incoming ninth graders.

#### **5. Curriculum and Instruction Update**

Discussion:

- District Literacy Update
  - The District Literacy Committee has 25 members with a range of teachers, special education teachers and administrators. The work of the committee is to lay a strong foundation on the new State of Connecticut literacy guidelines.
  - The committee is engaged in reviewing the six programs recommended by the State and choosing which program works best for the District.
  - The committee is reviewing Weston’s literacy program K-12, not just the K-3 State mandates.
- November 17 Board of Education Meeting
  - Ms. Henckel mentioned the WHS Statistical Report review at the upcoming meeting.

#### **6. Next Meeting Topics**

Discussion:

Ms. Henckel stated that one topic of discussion at the December meeting will be the Connecticut State Department of Education (CSDE) National Youth Tobacco survey collection.

#### **7. Adjournment**

Meeting adjourned at 3:56 p.m.

Respectfully submitted,

June Curiano