

Policy Committee Meeting

Tuesday, April 4, 2023 9:00 AM

Remote Session

I. Call to Order, Verification of Quorum

II. Approval of Minutes

II.A. Approval of minutes from the March 7, 2023 Policy Committee Meeting.

III. Discussion of policies, regulations, and bylaws

III.A. Discussion of Policy 5141.5 - Suicide Prevention

III.B. Discussion of 1325 - Advertising and Promotion

III.C. Discussion of Policy 6135 - Field Trips and Community Service

IV. Discussion of policies, regulations, and bylaws in future meetings

V. Next scheduled meeting of the Policy Committee

V.A. The next scheduled meeting of the Policy Committee is May 2, 2023 (remote meeting).

VI. Adjournment

Policy Committee Meeting

Tuesday, March 7, 2023 9:00 AM
Remote Session

Present: Steven Ezzes, Sharon Ferraro, Melissa Walker. Present: 3.

I. Call to Order, Verification of Quorum

The meeting began at 9:01 AM.

A quorum has been met and the Policy Committee meeting can begin.
Unseconded with a motion by Walker, Melissa.

II. Approval of Minutes

A. Approval of minutes from the February 7, 2023 Policy Committee Meeting.

Move that the Policy Committee approve the minutes from the February 7, 2023 meeting. Carried with a motion by Ferraro, Sharon and a second by Ezzes, Steven.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Melissa Walker: Yea

Yea: 3, Nay: 0

III. Discussion of policies, regulations, and bylaws

A. Discussion of 1325 - Advertising and Promotion

Everyone is in agreement with the additions made to the policy. It was discussed that Mark Berkowitz will be the Superintendent designee. There should be another paragraph added which specifies uniform size as well as who has priority to sell banners during specific seasons. These changes will be added and brought back to the committee in the April meeting.

B. Discussion of 5147-1324 - Fundraising Activities

The committee discussed adding additional criteria stating where funds raised are to be deposited for accountability purposes. The form needs to be updated to define the platform being used for fundraising. Additional changes will be made and brought back to committee in the April meeting for additional review.

C. Discussion of 6153 - Field Trips and Community Service

Tina Henckel, Assistant Superintendent, went over the updates to the policy and administrative regulations. Included are steps for day trips and overnight field trips. Changes are very specific about timing in the process in order to get approval as well as communication. The committee is in agreement with these updates and will bring this policy forward to the March Board of Education meeting for a first-read.

D. Discussion of policy/regulation 3280 - Gifts, Grants and Bequests to the District

Lisa Barbiero, Superintendent, presented a revised policy/regulation for this policy. It is more specific in terms of how gifts are accepted and approved. There was a discussion around the process for PTOs raising funds for schools. The committee is in agreement with the revisions and will bring this policy to the March Board of Education meeting for a first read.

IV. **Discussion of policies, regulations, and bylaws in future meetings**

We will bring the Advertising and Promotion and the Fundraising policies back to the April committee meeting. The Leadership team is reviewing the Suicide Prevention policy and it will be brought to the committee for the April meeting.

V. **Next scheduled meeting of the Policy Committee**

A. **The next scheduled meeting of the Policy Committee is April 4, 2023 (remote meeting).**

VI. **Adjournment**

The meeting was adjourned at 10:07 AM.
Move that the Policy Committee adjourn the March 7, 2023 meeting. Carried with a motion by Ferraro, Sharon and a second by Ezzes, Steven.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Melissa Walker: Yea

Yea: 3, Nay: 0

Respectfully submitted by:

Jodi Sacchetta

Chairperson

Superintendent

**ADMINISTRATIVE REGULATIONS
REGARDING
SUICIDE PREVENTION AND INTERVENTION**

Management of Suicidal Risk

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

- I. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or their designee. This must be done even if the student has confided in the staff member and asked that their communication be kept confidential. The principal or designee will then notify an appropriate Pupil Personnel Services (PPS) administrator.
- II. A PPS staff member (*e.g.*, a social worker or psychologist) shall complete a risk assessment, consider available background information and determine whether the student is at “moderate risk” or “high risk.”
- III. If the student is preliminarily assessed to be “moderate risk”:
 - A. The PPS staff member shall notify the student's parent/guardian the same day or otherwise as soon as possible.
 - B. During the conversation with the student's parent/guardian, the PPS staff member shall discuss with the parent/guardian:
 1. the seriousness of the situation
 2. the potential need for any evaluations of the student
 3. the need for continued monitoring of the student at home;
 4. referral to appropriate professional services outside the school system if the student is not already receiving support;
 5. request for the parent/guardian to sign a release of information form permitting communication between the student's therapist (if any) and any other appropriate individuals; and
 5. the student's access to ongoing counseling within the school.

- C. The PPS staff member shall document in writing the course of events, including what transpired during the staff member's conversation with the student's parent/guardian and the outcome.
 - D. The PPS staff member may notify other staff or any other appropriate agencies as necessary to protect the student and others, and may take any other steps they deem appropriate in light of the circumstances (*e.g.*, referral to appropriate outside agencies or school-based teams and/or staff).
 - E. The PPS staff member or the team shall monitor the student's progress and shall consult as necessary with family, outside professionals and school staff.
- IV. If the student is preliminarily assessed to be at "high risk":
- A. The PPS staff member shall ensure that the student is not left alone.
 - B. The PPS staff member shall notify the principal or their designee, who in turn will contact the student's parent/guardian. During the conversation with the student's parent/guardian, the principal or their designee shall discuss with the parent/guardian:
 1. the seriousness of the situation;
 2. the steps the PPS staff members are taking in response to the preliminary assessment that the student is at "high risk";
 3. the need for continued monitoring of the student at home at any such time that the student returns home;
 4. referral to appropriate professional services outside the school system if the student is not already receiving support;
 5. request for the parent/guardian to sign a release of information form permitting communication between the student's therapist (if any) and any other appropriate individuals; and
 6. the student's access to ongoing counseling within the school.

- C. The principal or designee shall call 911 to arrange for transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (*e.g.*, ambulance or police cruiser).
- D. The student shall be monitored by PPS staff until transfer to a higher level of care is complete.
- E. The PPS staff member shall document in writing the course of events and may take any other steps they deem appropriate in light of the circumstances (*e.g.*, referral to appropriate outside agencies or school-based teams and/or staff).
- F. The PPS staff member shall inform the principal or their designee of the course of the events and the outcome.
- G. The PPS staff member may notify any other staff, as necessary to protect the student and others.
- H. When a student assessed to have been at “high risk” returns to the school, the PPS staff member or the appropriate school-based team (if such referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, as necessary.

Suicide Education/Prevention - Students and Staff

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

Legal Reference:

Connecticut General Statutes § 10-221(e)

ADOPTED: October 1, 1990

REVISED: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

Policy - Advertising and Promotion

The Board of Education has a responsibility to protect students from possible exploitation by private interests and other organizations through exposure to advertising and promotions ("advertising") within the school environment. Because marketing and advertising materials are a pervasive element in our culture, it is not feasible to strictly prohibit the indirect or incidental advertisement of products and services to our students and parents. However, direct, non-incidental advertising in District schools and facilities, and on District grounds, is prohibited except as provided in this Policy.

1. Advertising by School, Staff, and Students

Any advertising by the school, staff, or students of school events and activities must be done in a thoughtful, careful, and respectful manner consistent with the educational goals of the District. Advertising must not disrupt the educational process. The Superintendent or ~~his/her~~ their designee may limit or prohibit such advertising in District schools and facilities, and on District grounds, if it is not consistent with the educational goals of the District, does not comply with other Board policies, regulations, and/or the law, is disruptive to the educational process, or is not in the best interests of students.

2. Advertising by Private Interests and Other Organizations

The Superintendent, or ~~his/her~~ their designee, must approve advertising by private interests and other organizations on District grounds and in all printed materials including, but not limited to, school newspapers, newsletters, fliers, theater publications, yearbooks, calendars, and athletic publications. Advertising must meet the educational goals of the District, must meet the requirements of other Board policies, regulations, and the law, must not disrupt the educational process, and must be in the best interests of the students. The approval of advertising does not imply that the Board or the school administration endorses the product, services or item being advertised.

a. Outdoor Advertising

Advertising under this Section is not permitted indoors. Approved advertising by private interests or outside organizations must be confined to the ~~Football Field Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field.~~ Only these locations have been approved for banner placement. There shall be no more than a total of twenty (20) banners in place at any time on each field with the specific locations, specific size, and duration of display for such banners to be approved and identified by the Superintendent or their designee.

The approval for outdoor advertising must state precisely where the advertising is to be placed, the duration during which the advertising will be permitted, and the size of such advertising. Advertising of private interests and other organizations will not be permitted outside the specific areas approved by the

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Superintendent or their designee.

Outside of the following, all other request default to the Superintendent or their designee for approval:

- Gridiron Club has first right of refusal for the Stadium Field in the fall,
- The Booster Club has first right of refusal for the Lower Turf in the fall
- The Booster Club has first right of refusal for the Lower Turf and the Stadium field in the spring,
- The Diamond Club first right of refusal for the Varsity Baseball Field in the spring, and
- The softball team has first right of refusal for the Varsity Softball North House Field in the spring.

Temporary, occasional, outdoor advertising beyond the ~~Football Field and the Varsity Field-Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field~~ as described above may only be displayed with the permission of the Superintendent or their designee.

Outside banners must be taken down at the conclusion of each high school season (fall, winters, spring, summer) and may not be put back up until at least one season has passed.

b. Advertising in Printed Materials

Advertising in all printed materials including, but not limited to, school newspapers, newsletters, fliers, theater publications, yearbooks, calendars, and athletic publications must be approved by the Superintendent or ~~his/her~~ their designee.

3. Audio, Video, and Digital Advertising

Any advertising by the school, staff, ~~or~~ students or private interests and other organizations utilizing school public address systems, Trojan TV, Channel 78, or any other audio, video, and digital medium operated by the District (including computers and computer networks) ("District Media") of school events and activities must be done in a thoughtful, careful, and respectful manner. The Superintendent or ~~his/her~~ their designee may limit or prohibit such advertising if it is not consistent with the educational goals of the District, does not meet the requirements of other Board policies, regulations, and/or the law, disrupts the education process, and/or is not in the best interests of students. ~~---~~

~~District Media may not be utilized for advertising by private interests and other organizations.~~

4. Removal of Advertising

Advertising that is in violation of this Policy, or is in violation of the terms of a written approval from the Superintendent or ~~his/her~~ their designee, will be removed by the District.

Legal Reference:

Connecticut General Statutes Section 10-220 Duties of Boards of Education
Connecticut General Statutes 10-239 Use of School Facilities for Other Purposes
Board of Education Policy 1330 Use of School Facilities
Board of Education Policy 3280 Gifts, Grants, and Bequests to the District

Policy adopted: _____ March 19, 2012
Policy revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

DRAFT

FIELD TRIPS AND COMMUNITY SERVICE

The Weston Board of Education encourages and sanctions student trips or other out-of-district school activities (~~including~~**includes co-curricular activities**), including participation in community civic projects and international travel that is aligned ~~related~~ **to the curriculum** and of value in helping achieve each participating student's educational objectives.

Curricular field trips are an extension of the classroom and primarily include events or activities through which students leave school grounds, typically during the school day for part or all of the trip.

Co-curricular field trips are educational, cultural, and/or recreational in nature that occur outside of the school day, and may emerge from an approved extracurricular club, organization, program or activity.

All school rules, school policies and Board of Education rules and regulations apply to all field trips sponsored by the Weston Public Schools to another location.

It is recognized that a school-sponsored field trip may be defined as:

1. Day Field Trips: A trip that is taken for a day to visit a museum or other location related to the instructional program. This includes travel outside of the state of Connecticut.
2. Overnight Field Trips: A trip that is taken for more than one day and may include travel outside of the state of Connecticut.
3. International Field Trips: A trip students and certified school personnel take outside of the continental United States. Trips abroad are subject to additional requirements for approval.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students and **assure equal access for all students.**

The administration may place restrictions upon a student's participation when in the staff's judgment the student's welfare or the welfare of others requires it.

In case of an emergency or an unanticipated danger, a planned field trip may be cancelled at the discretion of the Superintendent, the school principal or designee. In the event of this cause for cancellation, the district is not responsible for the loss of fees or payments incurred by families if expended monies cannot be recovered. The safety of the students is paramount.

Field trips are an extension of the classroom. Therefore, and all school rules, school policies and Board of Education rules and regulations apply to all field trips sponsored by the Weston Public Schools, to another location.

On all field trips sponsored by Weston Public Schools, all school policies and Board of Education rules and regulations are in force.

All student field trips shall require prior written approval by the building principal and Assistant Superintendent before publication. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board prior to publication and collection of funds.

All student field trips that require public solicitation of funds, shall require Board approval prior to any fundraising by involved students or other on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy No. 1324) and any administrative regulations implementing such Board Policy.

The Superintendent or his/her designee is authorized to develop administrative regulations to implement this policy. The Board will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and any accompanying administrative regulations.

Policy adopted: March 5, 199

Policy revised: April 27, 2004

Policy revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND COMMUNITY SERVICE

The Board of Education considers student trips and excursions made for educational purposes as a part of the Weston school program. The Board accepts responsibility only for trips that have been approved in accordance with this regulation.

Procedures for Approval of Trips

All school-sponsored field trips **must** be approved by the building principal and Assistant Superintendent. Teachers may tentatively explore possible trips with students in order to assess interest, but **must** make it clear that such trips are subject to administrative approval. No definite plans or solicitation of funds shall be made prior to administrative approval.

Teachers are responsible for following field trip guidelines and for filing field trip approval requests **according to the required timeline, as well as** for the regulations to be followed concerning transportation, collection of money for the trip from students, safety, insurance coverage, etc. Specific information covering these areas shall be available to teachers from the business office and school.

Day Trips (including ‘Walking Trips’)

A field trip is approved once all steps have been completed with the appropriate documentation. Planning and communication of the field trip should not begin until Step 6 is completed.

Step 1: Complete Field Trip Approval Request form, a parent communication cover letter must be included.

Step 2: Submit the form to the building principal ~~or athletic director.~~

Step 3: School administrator reviews the form and ensures that all appropriate documentation is completed.

Step 4: All forms are then submitted to the Assistant Superintendent’s office at least **35 school days prior** to the date of the field trip.

- Contact Human Resources to review the amount of prior sub requests
- Reference prior requests for professional development, district meetings, prior approved field trips and any other school calendar events
- Review alignment to the curriculum
- Review the chaperone-to-student ratio of 1:10-15 (may be adjusted by the school administrator based on students’ age and destination of the trip)

- ~~Review the chaperone to student ratio ensuring 1:10-15~~

Step 5: Once approved by the Assistant Superintendent, the forms will be submitted within **5 school days** to the Director of Finance and Operations for review.

- Transportation scheduling issues (if any)
- Funding constraints (if any)
- Confirm insurance coverage

Step 6: If approved, the Finance and Operations office will make and distribute copies of the forms within **5 school days** to:

- Principal ~~or Athletic Director~~
- Requesting Teacher (based on signature on the FT Request Form)
- Bus Garage
- Human Resources
- Assistant Superintendent

Step 7: The dates of the approved Field Trip should be added to the school and district calendars.

- School administrative assistant will notify the cafeteria staff of the number of students attending the field trip.

Overnight Trip (including International)

A field trip is approved once all steps have been completed with the appropriate documentation. Planning and communication of the field trip should not begin until Step 9 is completed.

Step 1: Complete Field Trip Approval Request form, a parent communication cover letter must be included.

Step 2: Submit the form to the building principal ~~_or athletic director.~~

Step 3: School administrator reviews the form and ensures that all appropriate documentation is completed.

Step 4: All forms are then submitted to the Assistant Superintendent's office at least 6 months prior to the date of the field trip. (*International trips 8 months)

- Contact Human Resources to review the amount of prior sub requests
- Reference prior requests for professional development, district meetings, prior approved field trips and any other school calendar events
- Review alignment to the curriculum
- Review the chaperone-to-student ratio of 1:7 (may be adjusted by the school administrator based on students' age and destination of the trip)
- ~~Review the chaperone to student ratio ensuring 1:7 (subject to administration review)~~

Step 5: After pre-approval is provided by the Assistant Superintendent, the forms go to the Director of Finance and Operations for review.

- Transportation scheduling issues (if any)
- Funding constraints (if any)
- Confirm insurance coverage
- Determine if a nurse is required on the trip

Step 6: After pre-approval is provided by the Finance and Operations department the packet is returned to the Assistant Superintendent.

Step 7: The pre-approved overnight field trip documentation is presented to the Board of Education Curriculum Subcommittee.

Step 8: The overnight field trip documentation is presented at the monthly full Board of Education meeting for final approval.

Step 9: A final copy of the overnight field trip documentation will be provided to:
Principal, ~~or Athletic Director~~

- Requesting Teacher (based on signature on the FT Request Form)
- Bus Garage
- Human Resources

Step 10: The dates of the approved Overnight Field Trip should be added to the school and district calendars.

- School administrative assistant will notify the cafeteria staff of the number of students attending the field trip.

Use of Chartered Buses

All chartered buses used for Weston field trips must be appropriately registered with the State Motor Vehicle Department and appropriately insured.

Use of Private Automobiles on School Trips

The use of private automobiles on school trips is discouraged under normal circumstances.

When private vehicles need to be used, they shall be used only under the following conditions:

1. The process for approval of field trips has been followed.
2. Students are not drivers.
3. Seatbelts are provided for all passengers.
4. The licensed driver submits the “Verification of Liability Insurance” form and the “Verification of Driver Record” form prior to the trip.

Regulation approved: September 21, 1992

Regulation revised: April 27, 2004

Regulation revised: _____, 2023

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