

Policy Committee Meeting  
Monday, April 8, 2024 9:00 AM  
Remote Session

- I. CALL TO ORDER, VERIFICATION OF QUORUM
- II. APPROVAL OF MINUTES
  - II.A. Approval of minutes from the March 5, 2024 Policy Committee Meeting.
- III. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS
  - III.A. Discussion with counsel regarding residency
  - III.B. Discussion of new Artificial Intelligence Policy
  - III.C. Sunset 6153.1 Educational Tours
- 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 7, 2024 (remote meeting).
- VI. ADJOURNMENT

**Policy Committee Meeting**

Tuesday, March 5, 2024

9:00 AM

Remote Session

**Present:** Steven Ezzes, Sharon Ferraro, Michael Guido. Present: 3.

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

The meeting began at 9:03 AM.

**Additional Attendees:**

Lisa Barbiero, Superintendent of Schools; Tina Henckel, Assistant Superintendent; Kristen Abreu, District Nurse Supervisor

Move that the Policy Committee begin the March 5, 2024 meeting Unseconded with a motion by Ferraro, Sharon.

II) **APPROVAL OF MINUTES**

A. **Approval of minutes from the February 6, 2024 Policy Committee Meeting.**

Move that the Policy Committee approve the minutes from the February 6, 2024 meeting. Carried with a motion by Ezzes, Steven and a second by Guido, Michael.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Michael Guido: Yea  
Yea: 3, Nay: 0

III) **DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS**

A. **Discussion on 5131.31 Regulations Regarding Immunizations**

Kristen Abreu walked us through updates to this policy which has been updated to align with current requirements in Connecticut. Of particular note is the removal of the religious exemption, which is no longer allowed, and an exemption can not be transferred over from another state.

B. **Discussion on 5141.21 Administration of Student Medications**

Kristen Abreu walked us through the updates to the medication administration policy. This policy is designed to address new statutes in the State of Connecticut which took place in January 2022, which now includes administration of Narcan if we ever had a situation to administer it. The policy now matches our procedural guidelines for our nurses.

C. **Discussion on 5112 Ages of Attendance**

Tina Henckel provided the committee with an overview of this policy update. It was on the agenda last year but was put on hold until we had more information. The state of Connecticut has updated the age requirement to enter school at age five by September 1. This policy and regulations that go along with it have been merged to include the updated regulation and law that talks about admission before the age of five as well as the

admission process after the age of five.

**D. Discussion on 5111 Admission/Placement**

Tina Henckel discussed how this policy relates to 5112.

**E. Discussion on 1312 Instructional Materials Review Committee Report**

Tina Henckel indicated this is an appendix to a current policy already in place. The policy referenced an ad hoc committee and a report that that committee completes and presents to the Superintendent for review. There was no report template; we now have one.

**F. Discussion on 1312 WPS Request for Evaluation of Instructional Materials**

Tina Henckel indicated this is an appendix for a current policy already in place. The policy referenced a form to complete. However, there was no form; we now have one.

**G. Discussion on 6161 WPS Equipment Books Materials**

Tina Henckel updated the committee on this policy. It is specific to instruction and focuses on equipment, books and materials as it relates to curriculum adoption and making decisions around resources that are for classroom use as well as resources for enhancing the Learning Experience for students.

**H. Discussion on INTERNAL PROCESS to Select Instructional Texts and Educational Materials**

The internal process discussion related to Appendix A and Appendix B, referenced above.

**IV) DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS**

**V) NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE**

A. The next scheduled meeting of the Policy Committee is April 2, 2024 (remote meeting).

**VI) ADJOURNMENT**

The meeting adjourned at 10:26 AM.

Move that the Policy Committee adjourn the March 5, 2024 meeting  
Carried with a motion by Ezzes, Steven and a second by Guido,  
Michael.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Michael Guido: Yea  
Yea: 3, Nay: 0

Respectfully submitted by:  
Jodi Sacchetta

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Chairperson

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Superintendent

DRAFT

**P-5111**

**Students**

**Admission/Placement**

The schools shall be open to all Weston children who reach, or are older than, five years of age on or before January 1. Children who apply for initial admission to the district's schools by transfer from non-public schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluation have been completed, the principal will determine the final grade placement of the children.

Legal References:

- Conn. Gen. Stat. 10-261 Definitions
- Conn. Gen. Stat. 10-15 Towns to Maintain Schools
- Conn. Gen. Stat. 10-15c School Attendance by Five Year Olds
- State Board of Education Regulations
- Conn. Gen. Stat. 10-76d-7 Admission of Student Requiring Special Education (Referral)
- Conn Gen. Stat. 184, Duties of Parents, School Attendance Age Requirements
- Conn. Gen. Stat. 10-220, Duties of Boards of Education

Policy References: 5111.12, Change of Resident Status

Administrative Regulations 5111.12, Change of Resident Status  
5112, Ages of Attendance  
5118, Non-Resident Attendance and Tuition Fees

Policy Adopted: October 1, 1990  
Policy Reviewed: January 20, 2009  
~~December 16, 2013~~

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**Students**

**Admission/Placement**

A. Future Residents – Purchase of Residence

A family that is in the process of purchasing property in Weston for a residence may be allowed by the Superintendent to enroll a student in the Weston schools, at no cost, on the following conditions:

1. The family furnishes a copy of a fully executed construction contract or sales contract of the prospective residence in Weston indicating a closing date no later than sixty (60) calendar days after the date of enrollment of the student.
2. If the student does not become a legal resident within sixty (60) days of the date the student is enrolled, then the parents/guardians of the enrolled student will be required to pay per diem regular tuition from the date of expiration of the sixty (60) day period to the date on which legal residence is established. In addition, the parents/guardians of the enrolled student will reimburse the Weston Public Schools for the full cost of any special education and/or any other special services and costs beyond the regular education program from the date of expiration of the sixty day period to the date legal residence is established.
3. At the time of registration, parents/guardians of the enrolling student will be required to sign an agreement accepting the obligation to pay all calculated tuition and the cost of any special education and/or any other special services and costs beyond the regular education program as described in section A(2) in the event that the sixty (60) day period described above lapses without legal residency having been established.
4. Transportation is the responsibility of the family until legal residence is established.
5. If the student is permitted to enroll, and does not become a legal resident of Weston within the sixty (60) day period described above, the Superintendent may commence proceedings to deny further school accommodations to the student until such time as the student establishes legal residency in Weston.

~~B. Future Residents – Lease of Residence ¶¶~~

~~A student whose parents or guardians have leased property in Weston for a residence, but who have not yet moved into Weston, may be allowed by the Superintendent and the Board of Education to enter Weston schools on the following conditions: ¶¶~~

- ~~1. If the parents or guardians established a bona fide Weston residence before October 15 the pupil may be enrolled tuition free. ¶¶~~

- ~~2. If the residence is not established until after October 15, the parents or guardians shall pay prorated tuition from the first day of school, until the date bona fide residence is established.¶~~

### C. Unforeseen Circumstances and Renovations

In the event that a family has become “homeless” as defined by the McKinney-Vento Homeless Education Assistance Improvements Act, the affected student will be permitted to remain enrolled in Weston schools as required by federal and state law. A family that has been displaced from the Weston residence that they own due to a natural disaster, fire or other catastrophic circumstance, or due to planned home renovations, but is not “homeless” as described above, will be allowed by the Superintendent to enroll a student in the Weston schools, at no cost, on the following conditions:

1. Within sixty (60) days of being displaced due to a natural disaster, fire or other catastrophic circumstance, the family furnishes a copy of a fully executed, valid construction/renovation contract indicating an estimated date of completion no later than twelve (12) months from the date of having been displaced. In extraordinary circumstances, the Superintendent may permit a longer period for the estimated date of completion in his/her sole discretion.
2. Within thirty (30) days prior to being displaced due to planned renovations, the family furnishes a copy of a fully executed construction/renovation contract indicating an estimated date of completion no later than twelve (12) months from the date the renovations are scheduled to begin.
3. If the student does not become a legal resident within twelve (12) months from the date of displacement, or such longer period as may be permitted by the Superintendent as stated in paragraph 1 above, then the parents/guardians of the enrolled student will be required to pay per diem regular tuition from the date of expiration of the twelve (12) month period to the date legal residence is ultimately established. In addition, the parents/guardians of the enrolled student will reimburse the Weston Public Schools for the full cost of any special education and/or any other special services and costs beyond the regular education program from the date of expiration of the twelve (12) month period to the date legal residence is re-established. If a student is permitted to remain enrolled pursuant to the terms of this paragraph, the student’s parents/guardians will be required to sign an agreement accepting the obligation to pay the costs described in this paragraph.
4. Transportation is the responsibility of the family until legal residence is re-established.
5. If the student is permitted to enroll, and does not become a legal resident of Weston within the twelve (12) month period described above, or such longer period as may be permitted by the Superintendent as stated in paragraph 1 above, the Superintendent

may commence proceedings to deny further school accommodations to the student until such time as the student re-establishes legal residency in Weston.

## Kindergarten

Children reaching the age of five on or before ~~January 1<sup>st</sup>~~ **September 1** of any year will be eligible for kindergarten in the preceding September. Children reaching the age of five after ~~January 1<sup>st</sup>~~ **September 1** will enter kindergarten the following September.

## First Grade

Children reaching the age of six on or before ~~January 1<sup>st</sup>~~ **September 1** of any year will be eligible for the first grade in the preceding September. Children reaching the age of six after ~~January 1<sup>st</sup>~~ **September 1** will enter first grade the following September.

### 1. Exception

- A. ~~Children who apply for admission to first grade on the basis of prior satisfactory completion of kindergarten outside of the Weston Public School System will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. ¶~~
- B. Final grade placement will be determined exclusively by the observations of the classroom teacher, evaluations by the counselor, and the recommendation of the school principal to insure that only those children who are emotionally, socially, physically mature and mentally capable are allowed to enter the first grade program.

## Placement Other Than Kindergarten ~~Other Grades~~

Children who apply for admission to grades ~~two-one~~ through twelve on the basis of prior schooling outside of Weston Public Schools shall be placed at the discretion of the school principal. Each child will be placed initially in the grade level he/she has reached elsewhere, unless it is the judgment of the school principal, after evaluation, that such child should be placed in another grade. The school principal may determine subsequently whether there should be any change in the grade placement of the child.

~~Children who apply for admission to first grade on the basis of prior satisfactory completion of kindergarten outside of the Weston Public School System will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal.~~

Legal References:

Conn. Gen. Stat. 10-261 Definitions

Conn. Gen. Stat. 10-15, Towns to Maintain Schools

Conn. Gen. Stat. 10-15c School Attendance by Five-Year Olds

State Board of Education Regulations

Conn. Gen. Stat. 10-76d-7 Admission of Student Requiring Special Education (Referral)

Conn. Gen. Stat. 10-220, Duties of Boards of Education

Conn. Gen. Stat. 10-253(f)

McKinney-Vento Homeless Education Assistance Improvement Act of 2001, 42 U.S.C. Section 11431, et. Seq.

Policy References:

Board of Education Policies 5111.12, Change of Resident Status

Administrative Regulations 5111.12, Change of Resident Status

5112, Ages of Attendance

5118, Non-Resident Attendance and Tuition Fees

Regulation Approved: October 1, 1990

Regulations Revised: January 20, 2009

December 16, 2013

WESTON PUBLIC SCHOOLS

Weston, Connecticut

P6141.3273  
4118.53/  
4218.53

**Instruction/Personnel - Certified-Non-Certified  
Electronic Resources**

**Generative AI (Artificial Intelligence)**

The Board of Education is committed to providing our students with the most innovative and effective educational experiences to foster high levels of learning and opportunities for self-expression. As our schools prepare students for a future that demands adaptability, critical thinking and digital literacy, we recognize the potential of generative Artificial Intelligence (AI) and other related technology tools.

For purposes of this policy, generative AI refers to any software that uses machine learning to produce text and/ or media. As with all educational materials as defined in Policy 6161, including technologies, users must be mindful of and adhere to all considerations ensuring responsible and ethical use, especially as it relates to mitigating bias, promoting transparency, and ensuring the benefits of AI are accessible to all staff and students.

Generative AI (Artificial Intelligence) for teachers and students is aligned to the Weston Public Schools Policy 6161 and will be taken into consideration, along with the attached regulations, when making decisions to incorporate such tools into the educational environment in Weston.

While ensuring the responsible use for those interacting with and creating content from generative AI technologies, the Board underscores its commitment to fostering a dynamic and engaging learning environment that leverages the advances in AI to enhance student learning outcomes and equip students with the skills and dispositions needed for success in the digital age.

**Legal References:**

**Policy References:**

4118.2, Personnel - Certified  
4118.35 Employee Use of the District's Computer Systems and Electronic Communications  
5125.1, Student Privacy  
5135, Student Use of the District's Computer Systems and Internet Safety  
6010.1, Academic Honesty  
6161, Equipment, Books, and Materials

**Administrative Regulations**

4118.2, Personnel - Certified  
4118.35 Employee Use of the District's Computer Systems and Electronic Communications  
5135, Student Use of the District's Computer Systems and Internet Safety

**6161, Equipment, Books, and Materials**

~~(cf. 6141.321 — Student Responsible Use of the Internet)~~

~~(cf. 5121.3 — Academic Dishonesty/Plagiarism)~~

~~(cf. 6162.51 — Surveys of Students (Student Privacy))~~

Policy Adopted: **June TBD, 2024**

**WESTON BOARD OF EDUCATION**  
**Weston, Connecticut**

**Instruction & Personnel - Certified-Non-Certified  
Electronic Resources**

**Generative AI (Artificial Intelligence)**

The **Weston** Board of Education, in its commitment to supporting teachers and students in their use of generative AI, recognizes many challenges to overcome and significant opportunities to explore that will ultimately deepen the teaching/learning process. The following considerations are offered to guide, support, and deliver on the opportunities expressed in **P5125.1/5135/6010.1/6161:P6141.3273/4118.53/4218.53**:

**Weston Public Schools uses a “team” approach when making decisions to adopt effective generative AI tools for students and teachers.** A district AI Advisory Committee, ~~comprised of~~ **including** staff and administrators **will be** charged with studying the potential advantages and challenges of AI and recommending training on the tools for teachers, students, and parents **to support** ~~Emphasize~~ the district’s commitment to using AI **ethically, fairly** responsibly and safely. Any tool that involves the use of student data must comply with the CT Student Privacy Law.

**In addition to the general policy guidelines, the following specific guidelines are set forth for greater clarification. Effective Generative AI tools for students and staff should be considered on the basis of:**

**Guidelines Considerations for Adopting Effective Generative AI Use Tools for Students:**

- ~~● Encourage a “team” approach in determining effective use and appropriate guidelines regarding AI-related practice, with a staff member with a strong understanding of how AI works, administrators, teachers, students, parents, and legal experts.~~
- **Consider establishing** ~~Before assigning an AI-required task, ensure all students have access to the tool and can~~
- **The tool must** comply with the technology’s user agreement and CT’s student privacy law.
- ~~● Review how generative Artificial Intelligence works, expectations for safe and ethical use, and the role you expect this tool to play in the completion of and approach to the assignment:~~
  - ~~○ Ensure students are provided instruction and reminders in the following areas:~~
  - ~~○ How and when to cite and provide attribution of sources~~
  - ~~○ When and where generative AI can and cannot be used~~
  - ~~○ Effective uses of generative AI~~
  - ~~○ Users assume responsibility for the results when using AI~~
  - ~~○ When permissions are required and Terms of Use followed~~
  - ~~○ What constitutes cheating? What constitutes support?~~
  - ~~○ Academic Integrity Policy and practical applications.~~

- The tool will meet the internal criteria aligned to the guidelines as put forth by the AI Advisory Committee
- The tool will support the appropriate use of Generative AI as defined in Policies P5125.1/5135/6010.1/6161
- ~~Consider requiring students to acknowledge and document how they used generative AI tools. For example, students could use Chat GPT to get feedback on their essay drafts and explain which tool suggestions they agreed with or didn't to encourage students to learn how to use the tool as a partner rather than having it do all the work for them. AI should not be allowed to replace the teacher or the student. However, it can and should be used to augment learning and instruction. Augmentation over automation.~~
- ~~Provide students with direct instruction on the limits and flaws related to generative AI technology — hallucinations, bias, inaccuracies, misinformation, etc. Remind students to think critically and fact-check using primary sources and that AI can have implicit bias and even present incorrect information.~~
- ~~Lay out potential risks and what responsible use looks like. Regularly remind students about the safety concerns related to sharing personal and private info/data with AI bots, as well as using them to invade other's privacy.~~

### **Guidelines for Adopting Effective Generative AI Tools—Considerations for Teachers:**

- The tool supports Weston's pedagogical approaches to the district's curriculum framework and expectations for lesson and activity design for students.
- The tool creates an environment for colleagues to confer, collaborate, and openly discuss and generate ideas, topics, student tasks, and other ways to enhance the curriculum implementation
- The teacher's use of the tool will follow the best practices guidelines set forth by the AI Advisory Committee, which highlight the value of teacher expertise
- ~~When the need arises to limit the use of generative AI, one may look to the following pedagogical approaches:~~
  - ~~Create lessons/assignments that would be challenging to complete with these tools.~~
  - ~~Allow students to complete assignments in class.~~
  - ~~Ask students to give oral presentations, or have them integrate the narrative of their search into their research/writing.~~
  - ~~Encourage project-based learning/assignments.~~
- ~~Confer with colleagues on what writing assignments look like in an era when students can simply employ chatbots to generate prose for them.~~
- ~~Consider ways schools, teachers, and students can use bots effectively and creatively.~~
- ~~Openly discuss the complex ethical questions, such as whether or not it is considered cheating when a student asks generative AI to fabricate a rough draft they then can revise themselves.~~
- ~~Use generative AI programs as smart search engines that present information in ways that are easy to understand.~~
- ~~Use AI to generate ideas, topics, writing assignments, and other materials for engaging lessons.~~

Perhaps ~~The~~ only certainty that exists in the area of AI technology is it will continue to **evolve**

and be more impactful in all of our lives; it will continue to raise complex and contentious pedagogical and ethical dilemmas, and it will provide teachers and students with new and unforeseen opportunities. The above “guidelines” are provided with the hope of initiating healthy and productive discussions and advancing higher levels of critical thinking and cognitive engagement.

**Legal References:**

Regulation adopted: **June TBD,2024**

**WESTON BOARD OF EDUCATION**  
**Weston, Connecticut**

## Instruction

### Educational Tours

#### School Sponsored Tours

1. The participants on the tour, employees, and students, must show evidence of accident and health insurance. The principal will have on file the documents which indicate that each participant of the tour has insurance and include the policy numbers when necessary.
2. The students and adults participating in the tour must be responsible for their own travel expenses and living expenses while on the tour. No school funds or educational funds will be utilized for any expenses incurred on such tours.
3. The principal will be responsible to see that all Board of Education policies and administrative procedures are followed.
4. The respective principal will be responsible for reviewing tours that will require more than one school day and/or be held out of state and will forward a recommendation concerning all suggested tours to the Superintendent for review.

#### Non-School Sponsored Tours

1. The teacher acting as a private agency must advise the school of intent to plan such tours.
2. Students will not be contacted during regular school hours. The principal shall approve a limited number of meetings related to the proposed educational tour to be held in the school building.
3. No pressure of any kind will be exerted on students to influence their participation.
4. Clear and definitive statements from agents must accompany all materials and literature advising the principal that the school is not in any way sponsoring or participating in the educational tour activity.
5. The teacher acting as a private agency must file a list of participants ten days in advance of the intended trip in order to afford the school an opportunity to advise parents that the school is not sponsoring or participating in the educational tour.

Regulation approved: March 5, 1991

WESTON PUBLIC SCHOOLS  
Weston, Connecticut