



Newtown Public Schools

Policy Sub-Committee Agenda
May 5, 2026

Reed Intermediate School Room 249A
3 Trades Lane
Newtown, CT 06470
5:30 PM

As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.

AGENDA

1. **CALL TO ORDER**
2. **PUBLIC PARTICIPATION**
3. **APPROVAL OF MINUTES**
4. **DISCUSSION AND POSSIBLE ACTION**
 - A. Review Policies
 1. Policy 1200 Use of School Facilities
 2. 3541R Use of Private Transportation by Staff with Students
 3. 5151.5R Suicide Prevention and Intervention Guidelines
 4. 2131 Superintendent of Schools
 5. 5155 Wellness (formerly 6142.101)
 - B. Bylaws Recommended for First Read
 1. Code of Conduct for Board Members
 2. Committees
 3. Conflict of Interest
 4. Filing Vacancies
 5. Meeting Conduct
 6. Oath of Office
 7. Removal of Board Members
 8. Role of Board Members
 - C. Bylaws to Rescind after Adoption of Replacement Bylaws
 1. 9272 - Code of Conduct on Data Use

2. 9130 - Committees
3. 9270 - Conflict of Interest
4. 9221 - Method of Filling Vacancies
5. 9325 - Meeting Conduct
6. 9000 - Role of Board Members - Powers, Purposes, Duties

5. **PUBLIC PARTICIPATION**

6. **ADJOURN**

MINUTES

Anne Uberti, Superintendent
Doria Linnetz
Don Ramsey
Sarah Connell

1. CALL TO ORDER

- a. The Meeting was called to order at 5:30 PM

2. PUBLIC PARTICIPATION

- a. None

The committee acknowledged the presence of an ex officio member, Alison Plante.

3. APPROVAL OF MINUTES

MOTION: *Mr. Ramsey moved to approve the minutes of March 3, 2026. Ms. Linnetz seconded. Motion passes unanimously.*

4. DISCUSSION AND POSSIBLE ACTION

- a. Review Policies
 - i. Ms. Uberti asked to postpone discussion of this policy to a future date. The committee agreed.
- b. Bylaws Recommended for First Read
 - i. Construction and Posting of Agenda
 1. The committee discussed feedback from Ms. Plante. The discussion focused on whether to include public participation language. It is not required by policy and the concerns were around causing potential disruption and public influence over agenda-setting.
 2. The committee agreed that the current language is sufficient and the public will remain with the two public participations at each meeting.
 - ii. Minutes
 1. The committee discussed the need for physical record books vs. electronic storage. They agreed to allow flexibility in format (physical vs. electronic) and a signature is not required because the Board approval of the minutes serves as an official validation.
 2. The committee also confirmed that votes on motions must be recorded and available to the public within 48 hours. The full

minutes have to be posted within 7 days. This applies to sub-committees as well.

- iii. Officers
 - 1. The committee had some concerns regarding section 3 in the Shipman model policy. They agreed to require repeated voting until a majority vote is reached and to remove unnecessary contingency language.
 - 2. Currently, the Town Clerk has a role when the chairperson is appointed. The committee checked the Charter and did not find the language that it is required. However, they did agree to keep the current practice.
- iv. Public Meetings & Executive Session
 - 1. Mr. Ramsey brought up the need to communicate with the public about the distinction between public meetings and meetings for the public. The committee agreed for future communication in the newsletter.
 - 2. No other edits were made.
- v. Quorum and Voting Procedures
 - 1. No changes or concerns were addressed.
- vi. Reimbursement of Board Member Expenses
 - 1. The committee discussed the need for prior Board approval for reimbursement. There is a difference between budgeted items(e.g. conference) and meals / mileage reimbursement.
 - 2. This bylaw mainly refers to direct reimbursement to members and the committee believes that transparency is important and avoids perception of improper spending.
 - 3. No other revisions needed.
- vii. Time, Place and Notice of Meetings
 - 1. The committee discussed changing the language for flexibility. The word “shall” will change to “typically” and “usually”. This avoids violating the bylaw because board meetings may have to be on a Wednesday instead of a Tuesday.
- viii. Transaction of Business
 - 1. The committee reviewed the consent agenda and determined the detailed procedures are unnecessary and governed by Robert’s Rules of Order. They agreed to keep the language streamlined.

MOTION: *Mr. Ramsey moved to send the following Bylaws: Construction and Posting of Agenda, Minutes, Officers, Public Meetings & Executive Session, Quorum and Voting Procedures, Reimbursement of Board Member Expenses, Time, Place and Notice of Meetings, and Transaction of Business to the full Board for first read. Ms. Linnetz seconded the motion. Motion passes unanimously.*

- c. Bylaws to Rescind after Adoption of Replacement Bylaws
 - i. 9323 - Agenda Construction-Meeting Materials
 - ii. 9325.4 - Vote Recording - Minutes

- iii. 9322 - Public Executive Sessions
- iv. 9325.1 - Quorum and Voting Procedures
- v. 9250 - Remuneration and Reimbursement
- vi. 9321 - Time, Place and Notifications of Meetings
- vii. 9325.2 - Order of Business

MOTION: *Mr. Ramsey moved to send the following bylaws: 9323 - Agenda Construction-Meeting Materials, 9325.4 - Vote Recording - Minutes, 9322 - Public Executive Sessions, 9325.1 - Quorum and Voting Procedures, 9250 - Remuneration and Reimbursement, 9321 - Time, Place and Notifications of Meetings, 9325.2 - Order of Business to the full Board for recommendation to rescind. Ms. Linnetz seconded. Motion passes unanimously.*

5. PUBLIC PARTICIPATION

- a. None

6. ADJOURNMENT

- a. Mr. Ramsey made a motion to adjourn the meeting. Ms. Linnetz seconded. Motion passed unanimously.

Meeting adjourned at 6:17 pm.

USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the Newtown Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive to the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent ~~with the approval of the Board of Education~~. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. ~~Rental fees and/or associated costs otherwise applicable may be waived by~~

~~the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.~~

Waivers and Exceptions

Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed to be in the best interest of the school system and/or the Town.

Notwithstanding the above, all rental fees and associated costs shall be waived for Town departments or agencies using school district facilities for emergency preparedness, training, or response-related activities.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

- Conn. Gen. Stat. § 10-239
- Conn. Gen. Stat. § 10-215f
- Conn. Gen. Stat. § 10-221q
- Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: _____
REVISED: _____

7/5/2021

Series 1000
Community/Board Operation

NEWTOWN PUBLIC SCHOOLS

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

(Campus Under Video Surveillance / No Alcohol Or Tobacco Allowed On Any School Campus)

NO FOOD OR DRINK IN LOBBY, AUDITORIUM, GYMNASIUMS OR POOL AREAS
Any Violation of these Rules Will Result In Loss of Facility Usage

All activities must be in compliance with Title IX regulations that prohibit discrimination on the basis of sex!

Security – Requirements for security and / or police will be reviewed by Security / Facilities Directors, and security will be assigned as needed. Fees for security will be added to any billable overtime as listed under facilities service fees on the back side of this form. **As per BOE Policy, doors shall NEVER be propped open per Fire Code.**

If the cafeteria/kitchen area is being used, the Director of Food Services needs to be contacted 2 weeks prior to the event at 426-7637.

A certificate of insurance must be on file at our Business Office before the date of use. Amounts of coverage required are:

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury
\$100,000	Fire Damage – Any One Fire
\$5,000	Medical Expense – Any One Person

Per Diem Schedule of Room Fees

Revised 3/18/25

Facility Rental Fees:

<u>Hrs</u>	<u>Minimum</u>	<u>Hourly After 4</u>
High School Auditorium (including 2 dressing rooms)	\$1,000.00	\$250.00
Middle School Auditorium	\$500.00	\$125.00
High School Gym	\$500.00	\$125.00
Middle School Gym	\$250.00	\$62.50
Reed Intermediate School Gym	\$250.00	\$62.50
Elementary School Gyms	\$200.00	\$50.00
Cafeteria	\$200.00	\$50.00

Kitchen (High School / Reed Intermediate)	\$250.00	\$62.50
Kitchen (Middle / Elementary Schools)	\$200.00	\$50.00
Classrooms	\$100.00	\$25.00
Library	\$125.00	\$31.25
Shop, Art Room, Science Labs	\$200.00	\$50.00
High School Lecture Hall	\$200.00	\$50.00
Pool	\$800.00	\$50.00
Stadium	\$1,000.00	\$250.00
High School Project Adventure Challenge Course	\$300.00	\$75.00

Service Fees:

Sound & Lighting Supervisor	\$50.00 / hour
Sound & Lighting Technician	\$15.69 / hour
Trained Project Adventure Facilitator	\$75.00 / hour

Sunday Energy Fees:

High School	\$313.00
Middle School	\$313.00
Reed Intermediate	\$313.00
Head O'Meadow	\$188.00
Hawley	\$188.00
Middle Gate	\$188.00
Sandy Hook	\$188.00

Security Fees - Applicable on Saturday, Sunday, holidays, and weeknights when security is requested and/or deemed necessary by school administration.

\$32.53 - \$41.15 hourly rate (Weeknights and Saturdays)

\$43.38 - \$54.86 hourly rate (Sundays and Holidays)

Custodial Fees - Applicable on Saturday, Sunday, holidays, and weeknights when a custodian needs to be called in for the activity.

\$43.95 - \$56.85 hourly rate (Weeknights and Saturdays)

\$58.60 - \$75.80 hourly rate (Sundays and Holidays)

Food Service Coordinator *(Required when Kitchen Use is Requested)*

\$16.50 - \$18.50 hourly rate (Weeknights)

\$24.75 - \$27.75 hourly rate (Saturdays, Sundays and Holidays)

**NEWTOWN PUBLIC SCHOOLS
COMMUNITY USE OF SCHOOL FACILITIES**

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Newtown Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Newtown Board of Education and the Town of Newtown (CT), their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Newtown Board of Education or the Town of Newtown, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Newtown Board of Education policies and procedures pertaining to the use of Board buildings, grounds, facilities, and/or equipment.

**ADMINISTRATIVE REGULATION REGARDING USE OF PRIVATE
TRANSPORTATION BY STAFF WITH STUDENTS**

The District shall provide transportation (e.g., school buses, approved vendors, licensed and insured third-party transportation services) for school-sponsored activities whenever possible. If appropriate transportation cannot be arranged, the District may determine that student participation in the activity is not feasible.

Transportation of students by staff in privately owned vehicles is strongly discouraged and permitted only in rare circumstances with administrative approval.

In emergencies where immediate transportation is necessary to protect the health or safety of a student, staff may transport a student if no reasonable alternative exists. The building administrator and parent/guardian must be notified as soon as possible.

SUICIDE PREVENTION AND INTERVENTION REGULATIONS

1. LEGAL AUTHORITY AND BOARD POLICY

These procedures and guidelines are governed by the legal framework established under Connecticut General Statutes § 10-220a and § 10-221(f). They are maintained and updated in accordance with the mandates of Public Act 23-167 ("An Act Concerning Transparency in Education").

Board Policy Statement (Series 5000 / 5151.5) The Newtown Board of Education (the "Board") recognizes that suicide is a complex issue and that schools are not mental health treatment centers. The Newtown Public Schools (the "District") cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, school personnel may become aware of specific factual circumstances in which a student has communicated a suicidal intent or other specific circumstances in which a student is perceived by school staff to be at risk for suicide. School staff are required to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school.

MANDATORY RESPONSE The Board is committed to respond in a supportive manner, both "aggressively and immediately," to any student who has attempted, has threatened, or who communicates that they are considering attempting suicide.

2. DISTRICT-WIDE PREVENTION STRATEGIES AND UNIVERSAL SCREENING

Universal Screener Mandate The **Signs of Suicide (SOS) Program** is the district's designated universal screener for students in grades 7, 9, and 11. This evidence-based program is utilized to identify risk factors for depression and suicide and to empower students to act on behalf of their peers.

Program Implementation Requirements

- **Scheduling:** SOS implementation occurs quarterly within the health curriculum for the designated grade levels.
- **Materials:** Implementation materials must include student screener forms, student response forms, the teacher's SOS script, and ACT (Acknowledge, Care, Tell) cards for students to take home.
- **Opt-Out Procedures:** Parents/guardians are notified at the start of the school year. They may opt their student out of the program via a formal opt-out form. Each school is mandatorily required to keep a record of the families who have opted-out.
- **Documentation:** Staff must complete SOS follow-up forms for any student identified through the screening criteria, and, when indicated, refer the student to the appropriate staff member to administer the Columbia-Suicide Severity Rating Scale (C-SSRS).

Personnel Roles

- **Administrators & Director of Pupil Personnel:** These individuals are responsible for providing yearly suicide prevention training (or refresher programs) such as QPR: Question, Persuade, Refer to all teachers, staff, and administrators.
- **Crisis Intervention Team (CIT):** Building administrators lead the CIT, which meets as needed to oversee school response, review relevant data, and ensure all staff understand their procedural responsibilities.

3. STUDENT REFERRAL AND MANDATORY ASSESSMENT PROTOCOLS

Standardized Assessment Requirement

The C-SSRS is the district's required clinical tool for assessing suicide risk.

Trigger for C-SSRS Administration

The C-SSRS must be administered by a school psychologist, social worker, or school counselor for any student:

- Presenting with suicidal ideation or behaviors.
- Identified with an elevated risk through the SOS universal screener (e.g., indicating thoughts of suicide/past attempts or meeting depression thresholds).

Level of Assessed Risk Guidelines

Level of Assessed Risk	Indicator(s) (Verbal, Social Media, or Peer-Reported)
Emergency	Student has taken a life-threatening action. A serious, self-inflicted injury or a life-threatening circumstance has occurred.
Risk Level III: Imminent Danger	Student is in imminent danger of suicide. The student has thoughts of suicide with intent to act; has started working out details of a plan; has prepared means (e.g., purchasing pills/weapon/rope, giving away possessions, or writing a will); or cannot verbalize a safety plan.
Risk Level II: High Risk	Student is at high risk for self-directed violence. The student has thought about suicide and methods but has no current intent to act; or expresses a wish to be dead/not wake up.

Risk Level I: At Risk	Student is at risk, but not presently in danger. The student exhibits changes in behavior associated with suicide risk but has not expressed suicidal intentions.
------------------------------	---

4. INTERVENTION PROCEDURES BY RISK LEVEL

Immediate Action Steps

Emergency / Risk Level III (Imminent Danger)

1. **Continuous Supervision:** Ensure the student is **not left alone at any time**.
2. **Emergency Activation:** Call 911 immediately and notify building administration to activate the Emergency Response Team (ERT).
3. **Parent/Guardian Notification:** Contact parent/guardian immediately and provide the name of the hospital where the student is being transported.
4. **Liaison Requirement:** A school psychologist, social worker, or school counselor must meet the student at the emergency room if the parent is not present at the school.
5. **Hospital Notification:** The school nurse or appointed staff must notify the hospital's emergency room that the student is en route.
6. **DCF Mandate:** School staff must contact the Department of Children and Families (DCF) for all students under 18 years of age if the parent/guardian does not follow the recommendations of the professionals assigned to the student.

High Risk (Level II)

1. **Mobile Crisis Activation:** Call Emergency Mobile Crisis (211) and request a counselor to come to the school for a suicide risk evaluation.
2. **Parent/Guardian Involvement:** Notify the parent/guardian by phone and **mandate their attendance at the school** to discuss the situation.
3. **Refusal Protocol:** If a parent refuses 211 services, the 211 counselor must be told not to come. Staff must recommend an outside clinician for risk assessment and **explicitly note the parent's refusal of 211 services** on the Crisis Intervention Form.

At Risk (Level I)

1. **Consultation:** Notify and discuss the situation with the parent/guardian by phone; request a meeting if appropriate.
2. **Resource Mandate:** Mandatory provision of the professional resource directory to the family.
3. **Monitoring:** Monitor the student's behavior and consult with outside providers if applicable.
4. **DCF Mandate:** Contact DCF for all students under 18 if the parent/guardian does not follow professional recommendations.

Mandatory Documentation For all levels of intervention, a **Crisis Intervention Form (Appendix 1)** must be completed and submitted to the building administration and the Director of Pupil Personnel at the Central Office.

5. POSTVENTION AND RE-ENTRY PROTOCOLS

Post-Crisis Re-entry A mandatory re-entry meeting involving school administration and Pupil Personnel staff must occur before a student returns to school following an Emergency or Imminent Danger (Level III) event.

Response to Suicide (Contagion Mitigation) In the event of a suicide within the school community, the Crisis Intervention Team (CIT) will:

- Use verified, brief scripts for student notification; notification should occur in classrooms rather than via the public address system.
- Identify and assign staff to follow up with at-risk peers and close friends of the deceased.
- Monitor social media for rumors, distress, or sensationalized content.

Administrative Tasks

- Immediately remove the student's name from all distribution lists and PowerSchool attendance.
- Notify the bus company.
- Prepare the student's belongings (desk/locker) for delivery to the family.
- **Review and Assessment:** Condolence letters and art created by students must be carefully reviewed by staff before being delivered to the family to ensure they do not contribute to contagion or contain inappropriate content.

6. APPENDICES AND COMMUNITY RESOURCES

Appendix 1: Crisis Intervention Form

Administrator's Report to the Superintendent

Student Name: _____ School: _____ Date: _____
Reporter: _____ Referred by: _____ IEP / 504 (Circle) (If IEP/504) Name of Staff
Notified: _____

Time/Situation Report:

_____ Time/Crisis

Intervention Team alerted: _____ Time Convened: _____

Intervention Plan: _____

Time/Parent Guardian Contacted: _____ Follow-Up Plan:
_____ Follow-Up Responsibility:
_____ Pupil Service Director Notified:

Signature of Reporter: _____ Date: _____ Signature of Person Responsible
for Follow-Up: _____ Date: _____ Signature of Administrator:
_____ Date: _____

Appendix 2: Risk and Protective Factors

Acute Risk Factors:

- Threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself.
- Looking for ways to kill oneself by seeking access to firearms, pills, or other means.
- Talking or writing about death, dying, or suicide, when these actions are out of the ordinary.

Warning Signs (Changes in Behavior/Feelings):

- **No reason for living, no sense of purpose in life.**
- **Anxiety, agitation, unable to sleep or sleeping all the time.**
- **Feeling trapped, like there's no way out.**
- Hopelessness.
- Withdrawal from friends, family, and society.
- Rage, uncontrolled anger, or seeking revenge.
- Acting reckless or engaging in risky activities.
- Dramatic mood changes.
- Increased substance (alcohol or drug) use.

Protective Factors:

- Effective behavioral health care.
- Connectedness to individuals, family, community, and social institutions.
- Life skills (problem-solving, coping, and adaptability).
- Self-esteem and a sense of purpose.
- Cultural, religious, or personal beliefs that discourage suicide.

Appendix 3: Resource Directory

Crisis Services

- Emergency Mobile Psychiatric Services (EMPS): 2-1-1
- Danbury Hospital Crisis Intervention: 1-888-447-3339
- Kids in Crisis 24-hour Helpline: 203-661-1911
- National Suicide Prevention Hotline: 1-800-273-8255 or 1-800-SUICIDE
- LGBTQ Youth Crisis Hotline (The Trevor Project): 1-866-488-7386

Local Resources

- Newtown Center for Support and Wellness (CSW): 203-270-4612
- Newtown Youth and Family Services: 203-270-4335
- Resiliency Center of Newtown: 203-364-9750
- Family and Children's Aid (FCA): 203-748-5689

- Women's Center of Greater Danbury: 203-731-5206 (Domestic Violence) / 203-731-5204 (Sexual Assault)
- School-Based Health Center (Newtown Middle School): 203-270-6114
- Student Assistance Counselor (Newtown High School): 203-426-7646 x6125
- Teen Talk Counselor (Newtown High School): 203-661-1911

Appendix 4: SOS Program Guidelines

Follow-Up Criteria: Pupil Personnel staff must interview any student who:

1. Answers "Yes" to seriously thinking about suicide or a past suicide attempt.
2. Requests on the response form to "speak to someone about myself" or "speak to someone about someone else."
3. Scores "Yes" on 3 or more depression screening questions.
4. **Does not name a trusted adult.**

Student Interview Summary Checklist:

- Student reported history of depression and/or anxiety.
- Student reported behaviors consistent with depression and/or anxiety.
- Student reported student is currently meeting with PPS staff in school regarding these concerns.
- Student currently has a Mental Health Provider outside of school.
- Release of information obtained for outside provider.
- Student reported self-harm.
- Student reported thoughts of self-harm.
- Student reported Suicidal Ideation (thoughts of suicide).
- Student reported Suicidal Intent (means of committing suicide, plan to commit suicide).
- Student reported that responses on form were based on situational/short-term experiences.
- No concerns at this time.

Superintendent of Schools**Role and Authority**

The Superintendent of Schools shall serve as the chief executive officer of the District and shall be responsible for the administration of the public schools in accordance with applicable law and the policies of the Board of Education.

The Superintendent shall have the authority to implement Board policy, manage the District's day-to-day operations, and provide leadership to ensure the effective and efficient operation of the school system.

Responsibilities

The Superintendent shall:

- Implement and administer the policies and decisions of the Board of Education;
- Provide leadership in the development, implementation, and evaluation of educational programs and services;
- Supervise and evaluate District staff, directly or through appropriate delegation;
- Prepare and present recommendations to the Board on matters including budget, curriculum, personnel, facilities, and operations;
- Keep the Board informed of District needs, progress toward goals, and emerging issues;
- Ensure compliance with all applicable federal, state, and local laws and regulations; and
- Serve as the primary advisor to the Board on educational and operational matters.

Relationship with the Board of Education

The Board of Education acts as a collective body. Individual Board members shall not direct the Superintendent or other District staff.

The Superintendent is responsible to the Board for the execution of its policies and decisions and shall serve as the primary point of contact between the Board and the District's administration.

Delegation of Authority

The Superintendent may delegate responsibilities to District staff as appropriate but shall remain accountable to the Board for the proper execution of all delegated duties.

The Superintendent is authorized to develop and implement administrative regulations necessary to carry out Board policy.

Evaluation

The Board of Education shall evaluate the Superintendent's performance on a regular basis in accordance with a process established by the Board

Legal Reference

Connecticut General Statutes §10-157

Instruction**Students**

5155

POLICY REGARDING WELLNESS

It is the policy of the Newtown Board of Education (the “Board”) to promote the health and well-being of district students. In furtherance of this policy, the Board has created a District Wellness Committee to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This District Wellness Committee includes parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), teachers of physical education, school health professionals, school administrators, the Board, and members of the public. The District Wellness Committee is responsible for the development of the policy and for monitoring implementation through the administration of the triennial assessment, which will inform necessary updates to the policy.

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the district’s educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the “Connecticut Nutrition Standards for Foods in Schools,” whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

Nutrition Guidelines for Foods in Schools

Students will be offered and schools will promote nutritious food choices consistent with the current dietary guidelines published by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Nutrition Guidelines for Foods in Schools (continued) Education (“Connecticut Nutrition Standards for Foods in Schools”) in addition to federal and state statutes and national health organizations. The focus is on moderating calories, limiting fats, sodium and sugars and

increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold or served to students separately from school meals meet the District's Nutrition Standards.

All food and beverages sold to students during the school day shall comply with USDA nutrition standards (Smart Snacks in School).

<https://www.fns.usda.gov/cn/smart-snacks-school>.

All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. Students will have access to free drinking water in the cafeterias and throughout the school day. The following link is the CSDE list of acceptable foods and beverages: <https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores, before & after school care and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law. **Food preparation and food service staff will receive required training and certification to meet the USDA Professional Standards for Child Nutrition Professionals.**

Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. **The district will ensure that students eligible for free or reduced-price meals are not overtly identified or stigmatized. All students will be served a reimbursable meal regardless of unpaid balances, and families will be contacted discreetly to determine eligibility for free or reduced-price meal assistance.**

Non-sold Foods and Beverages

Non-sold foods and beverages brought into the schools by students and other persons for school sponsored events shall comply with federal nutrition standards.

Physical Education Guidelines in Schools

Schools will support and promote an active lifestyle for students. Physical education is taught in all grades by state certified and endorsed educators and is in alignment with state physical education standards. Physical and Health educators will be given relevant and specific professional development opportunities each year. The curriculum will be standards based, developmentally planned and sequentially delivered. The curriculum will foster the development of movement skills, enhance health related fitness, increase students' knowledge, offer direct opportunities to learn how to work cooperatively in a group setting and encourage healthy habits and attitudes for a healthy lifestyle.

Monitoring

The Board designates the Superintendent or his/her designee to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school's three year assessment and evaluation report and this wellness policy and plan. The Superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the Board's three-year assessment and evaluation.

The District shall develop a plan designed to achieve the involvement requirements in the development, implementation, monitoring, and assessment of this policy. The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

Triennial Assessment

At least every three years, the District Wellness Committee shall conduct an assessment of the implementation of the wellness policy and provide its findings to the Board of Education. The assessment shall measure the extent to which schools are in compliance with the wellness policy, compare the District's policy to model school wellness policies, and include a description of progress made in attaining the goals of the wellness policy.

The Board of Education shall review the assessment and make it available to the public. The assessment shall serve as the basis for any appropriate updates or modifications to the wellness policy.

Community Input

The District shall maintain a **District School Wellness Committee** to provide opportunities for input on the development, implementation, periodic review, and improvement of the School Wellness Policy.

The Committee shall include, to the extent practicable, representation from parents, students, the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public.

The District School Wellness Committee shall meet at least two times per year, and as needed, to review and discuss health and wellness topics relevant to the school community.

Evaluation of Wellness Policy

The District School Wellness Committee shall be responsible for monitoring the implementation of the School Wellness Policy and conducting an assessment of its effectiveness. The Superintendent or designee shall support the work of the Committee and ensure coordination across schools.

At least every three years, the District School Wellness Committee shall conduct a comprehensive assessment of the implementation of this policy, including:

- The extent to which schools are in compliance with the School Wellness Policy;
- A comparison of the District's policy to model school wellness policies; and
- A description of progress made in attaining the goals of the policy.

The Board of Education shall review the assessment and make the results available to the public. The assessment shall serve as the basis for any appropriate updates or modifications to the School Wellness Policy.

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

(cf. 6142.6 – Physical Education)

(cf. 6142.61 – Physical Activity)

(cf. 6142.62 – Recess/Unstructured Time)

(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

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

10-221 Boards of education to prescribe rules, policies and procedures.

10-215a Non-public school participation in feeding program.

10-215b Duties of state board of education re: feeding programs.

10-216 Payment of expenses.

10-215e Nutrition standards for food that is not part of lunch or breakfast program.

10-215f Certification that food meets nutrition standards.

10-221o Lunch periods. Recess.

10-221p Boards to make available for purchase nutritious, low-fat foods.

10-221q Sale of beverages.

Regulations of Connecticut State Agencies

10-215b-1 Competitive foods.

10-215b-23 Income from the sale of food items.

National School Lunch Program and School Breakfast Program;
Competitive Food Services. (7 CFR Parts 210.11 and 220.12.)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law
108-265

Nutrition Standards in the National School Lunch and School Breakfast
Programs, 7 CFR Parts 210 & 220

Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751

Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)
School Breakfast Program, 7 C.F.R. Part 220 (2006)
National School Lunch Program or School Breakfast Program: Nutrition
Standards for All Foods Sold in School (Federal Register, Vol. 78, No.
125, June 28, 2013)
Local School Wellness Policy Requirements, 42 U.S.C. 1758b

Policy adopted: October 5, 2022
Newtown, Connecticut

NEWTOWN PUBLIC SCHOOLS

R6142.101(a)

Instruction

School Wellness

Nutrition Promotion and Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition Education Curriculum will be comprehensive and sequential and will be integrated into other classroom content areas, as appropriate, including education on agriculture and the food system. Schools will link nutrition education activities with existing coordinated health programs or other comparable comprehensive school health promotion frameworks

Goals for Physical Activity

The goals for addressing physical activity include the following:

Schools will support and promote an active lifestyle for students.

Physical education is taught in all grades by state certified and endorsed educators and is in alignment with state physical education standards. Physical and Health educators will be given relevant and specific professional development opportunities each year. The curriculum will be standards based, developmentally planned and sequentially delivered. The curriculum will foster the development of movement skills, enhance health related fitness, increase students' knowledge, offer direct opportunities to learn how to work cooperatively in a group setting and encourage healthy habits and attitudes for a healthy lifestyle.

- All students will be required to engage in the District's physical education program unless formally exempt.
- All students in grades K-6 will have at least 20 minutes of recess daily in addition to physical education.
- Staff will not use activity or withhold activity as a punishment or a classroom management tool (i.e. assigning laps or pushups or withholding recess)
- Physical activity breaks in addition to opportunities for students and families to participate in before and after school activities, and walking and bicycling to schools, where safe to do so, are supported by the Board.

R6142.101(b)

Instruction

School Wellness

Goals for Physical Activity (continued)

- The district will maintain agreements with Newtown Parks and Recreation and with other community organizations to allow use of school facilities and grounds when school is not in session.
- Schools will work toward promoting sixty minutes of physical activity daily for students.
- Schools will promote wellness opportunities for staff. In cooperation with local organizations, reduced rates for fitness classes and technology assisted programs will be offered. School fitness equipment will be available to staff before or after school.

Goals for Social-Emotional Wellness

- A comprehensive, school-wide system of social-emotional learning and behavioral supports will be offered K-12.
- Research based programs that support social-emotional development will be implemented and provided K-12

Marketing

Any foods and beverages marketed or promoted to students on the school campus during the school day, including marketing on school equipment, in educational materials, on vending

machines and near food purchasing areas, will meet or exceed the USDA “Smart Snacks in School” nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

R6142.101(c)

Instruction

School Wellness

Communication of Wellness

The School Wellness Policy shall be made available annually, at a minimum, to students and families by means of school registration, student handbooks and the Board’s website. This availability shall include the policy, including any updates to and about the wellness policy and the Triennial Assessment, including progress toward meeting the goals of this policy. In addition, the annual notification shall include a description of each school’s progress in meeting the wellness policy goals; summary of each school’s wellness events or activities; contact information for the leader(s) of the wellness policy team; and information on how individuals and the public can get involved.

Regulation adopted: October 5, 2022 NEWTOWN PUBLIC SCHOOLS Newtown, Connecticut

6142.101
Appendix 1

Suggestions for Creative & Fun Fundraising

- Gift wrapping
- Fun runs
- Walk a thons
- Bike a thons
- Jump rope a thons
- Rent a teenager (rake leaves, water gardens, mow lawns, walk a dog)
- Car wash
- Singing telegrams
- Talent show
- Read a thons
- Spelling bees
- Science fairs
- Carnivals
- Recycling cans/bottles
- Garage sales
- Sell items with school logo
- Bowl-a-thon
- Skate night
- Auction

- Treasure hunt
- Penny wars

Resource Ideas

www.creativelearning.cc

www.123fundraising.com

www.fundraisingdepot.com

www.partnerforkids.com

www.giftfriends.com

www.ptoideas.com

www.actionforhealthkids/resources/files/healthyfundraisers-for-schools.pdf

www.fundraisingfruit.com

www.citrusfruit.com

6142.101
Appendix 2

Food Free Birthday Celebrations

- Birthday child selects book to donate to the library. Their name and picture goes in front of the book.
- Birthday child shares an item special to them with their classmates (e.g. favorite book, favorite song, favorite stuffed animal, favorite picture or souvenir, etc).
- Birthday child chooses game classmates play at recess.
- Birthday child is the classroom “leader” for the day.
- Classmates design and decorate a Birthday crown to be worn by the Birthday child.
- Classmates prepare a page about the Birthday child; teacher compiles pages and then reads “book” to the class.
- Birthday child wears a special button for the day.
- Birthday child invites a special visitor to the class to read a story to classmates.
- Birthday child brings in photos of their life and explains pictures.
- Birthday child brings in special gifts to share with classmates (e.g. pencils, stickers, notepads, erasers etc.)

- Birthday child's name is announced over the school PA system or at "All School Meeting."
- Birthday child's name is announced at lunch in cafeteria and everyone sings "Happy Birthday To You."
- Birthday child and friend eat lunch with teacher in cafeteria.
- Additional recess time.

6142.101
Appendix 3

Ideas for Alternatives to Using Food as a Reward

Elementary Schools

- Make deliveries to office
- Teach class
- Sit by friends
- Eat lunch with Teacher or Principal
- Eat lunch outdoors with class
- Be a helper in another classroom
- Play a favorite game or do puzzles
- Stickers, pencils, or bookmarks
- Certificates
- Fun Video
- Extra recess
- Walk with Teacher or Principal
- Fun physical activity break
- School supplies
- Trip to treasure box filled with nonfood items (stickers, pencils, erasers, bookmarks, or desktop tents)

- Dance to favorite music in class
- Paperback book
- Show and Tell
- Bank system – Earn play money for privileges
- Teacher or volunteer reads special book to class
- Teacher performs special skill (signing, cartwheel, guitar, playing etc.)
- Read outdoors or enjoy class outdoors
- Extra Art time
- Have “Free Choice” time at the end of the day or end of class period
- Listen to headset to a book on tape
- Items that can only be used on special occasions (special art supplies, computer games, toys)

Middle School Students

- Sit with friends
- Listen to music while working at desk
- Five-minute chat break at end of class
- Fun video
- Fun brainteaser activities
- Computer time
- Assemblies
- Eat lunch outside or have class outside

High School Students

- Fun video
- Late homework pass
- Donated coupons to video stores, music stores, or movies
- Drawings for donated prizes among students who meet certain grade standards

Series 9000
Bylaws

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the _____ Board of Education (the “Board”) that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
 - a) reasonable written notice of the Board’s intent to consider censure or other disciplinary action, including the factual basis for the claimed ”cause” for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and
 - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the

right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.

- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes
10-220 Duties of boards of education.

ADOPTED: _____

REVISED: _____

**Series 9000
Bylaws**

COMMITTEES

1. The _____ Board of Education (the “Board”) shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
 - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special committee reports affecting Board policy shall be submitted in writing.
 - C. A special committee’s only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise, and such action conforms to the Connecticut General Statutes.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.
4. **[Optional: An Executive Committee consisting of the Chairperson, *[the Vice Chairperson]* and the Secretary shall be a standing committee of the Board.**
 - A. **The Executive Committee shall meet with the Superintendent as requested by the Superintendent or as directed by the Chairperson to review matters related to administrative, personnel, pupil personnel, issues and general matters not requiring action of the Board as a whole.**
 - B. **Other responsibilities of the Executive Committee include:**
 - (1) **Long-range agenda planning**

(2) Facilitating communication between the Superintendent and Board members.]

[Note: Although neither an Executive Committee nor the position of Vice Chairperson is required by statute, some boards may wish to include the optional provision for an Executive Committee as part of its Committee Policy. Also, if a board has a Vice Chairperson, that person is logically included on the Executive Committee.]

Legal Reference

Conn. Gen. Stat. § 10-218 Officers. Meetings

ADOPTED: _____

REVISED: _____

**Series 9000
Bylaws**

CONFLICT OF INTEREST

1. No member of the _____ Board of Education (the “Board”) shall be employed for compensation by the Board in any position in the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which the Board member was elected or appointed shall become vacant.

Legal Reference:

Connecticut General Statutes

10-232 Restrictions on employment of members of board of education

ADOPTED: _____

REVISED: _____

**Series 9000
Bylaws**

FILLING VACANCIES ON THE BOARD
[Local Board of Education Version]

1. **[Unless otherwise provided by charter or special act]** If a vacancy occurs on the _____ Board of Education (the “Board”), the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.
2. A member resigning from the Board should present, or have presented, a written letter of resignation to the Board Chair or at a regular meeting of the Board.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
4. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference:

Connecticut General Statutes
10-219 Procedures for filling vacancy on local board of education

ADOPTED: _____

REVISED: _____

SHIPMAN

Series 9000 Bylaws

FILLING VACANCIES ON THE BOARD *[Regional Board of Education Version]*

1. If a vacancy occurs on the _____ Board of Education (the “Board”), the vacancy shall be filled by the respective town, unless the vacancy is for the office of a board member elected at-large.
2. Any vacancy to be filled by the respective town shall be filled in accordance with either of the following procedures, as determined by the legislative body of the respective town under Section 10-46(a) of the Connecticut General Statutes.
 - a) Election by Town Meeting (Conn. Gen. Stat. § 10-46(b))

The town affected, at a town meeting called within thirty (30) days from the beginning of such vacancy, shall nominate and elect a successor to serve for the unexpired portion of the term.
 - b) Election by the Town Legislative Body (Conn. Gen. Stat. § 10-46(c))

The legislative body of the town affected shall elect a successor to serve until the next general election, at which time a successor shall be elected to serve any unexpired portion of such term.
3. If the vacancy is for a board member elected at-large, the vacancy shall be filled at a regional meeting of the voters of the entire regional school district called within thirty (30) days from the beginning of such vacancy. Such regional meeting shall be conducted in accordance with standard parliamentary practice and the procedures set forth in Conn. Gen. Stat. § 10-46(e). Any person who is an elector of any member town may vote at such regional meeting. A moderator shall be chosen to preside over such meeting and a majority of those present and eligible to vote at such meeting shall determine the manner in which any vote shall be taken. The moderator shall certify all results of the meeting to the Secretary of the State.
4. A member resigning from the Board should present, or have presented, a written letter of resignation to the Board Chair at a regular meeting of the Board.

Legal Reference:

Connecticut General Statutes

10-46 Regional board of education

ADOPTED: _____
REVISED: _____

10/18/2021

**Series 9000
Bylaws**

MEETING CONDUCT

1. Definitions

For purposes of this policy:

- A. “Electronic equipment” means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. “Electronic transmission” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

- A. Meetings of the _____ Board of Education (the “Board”) shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.
- E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.
 - 1. Only matters appearing on the agenda may be considered in such a session.

2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

- A. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, a sign notifying the public that no smoking is allowed in the room designated for the meeting will be prominently posted.

4. Procedures for Board Member Participation By Means of Electronic Equipment

- A. The Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:
 1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
 3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
 4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

- B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

[Note: Boards that do not wish to provide for public participation by means of electronic equipment may elect not to include the following section. However, Boards should be prepared to accommodate any changes necessitated by pandemic-related conditions in the event such conditions warrant a return to fully remote Board meetings.]

5. Procedures for Public Participation By Means of Electronic Equipment

The Board may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

- A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk ***[Regional School District Option: in the office of the Town Clerk of each municipal member of the school district]***; and (c) on the Board's Internet web site, if any.
- B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.

- C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.
- D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
 - 1. The Board shall provide any member of the public
 - a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
 - b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
 - 2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
 - 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.
 - 4. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall

permit members of the public to attend such meeting in such physical location.

- E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.
 - 1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
 - 2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
- F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.
- G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.
 - 1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
 - 2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what

preplanned procedures are in place for resumption of a meeting in the event of an interruption.

- H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

[Note: The following section is optional:

6. Public Address

- A. *The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular [or special] meetings so designated for such purpose.*

(1) *_____ minutes may be allotted to each speaker and a maximum of _____ minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.*

(2) *A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.*

(3) *No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.*

(4) *All speakers must identify themselves by name and address.]*

Legal References:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

- 1-200 Definitions
- 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records
- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-232 Conduct of meetings

- 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

ADOPTED: _____

REVISED: _____

5/6/2022

Series 9000
Bylaws

OATH OF OFFICE

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes

10-218a Oath of office
1-25 Forms of oaths

ADOPTED: _____

REVISED: _____

Series 9000
Bylaws

ROLE OF BOARD AND MEMBERS

1. General Duties

- A. The _____ Board of Education (the “Board”) represents the residents of _____ (the “Town”) [*Regional School District Option: the Towns comprising the school district*], in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy, the Board shall:
 - (1) hear and consider facts and recommendations;
 - (2) adopt a plan, policy or course of action; and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under the Connecticut General Statutes [*and Town Charter*] including but not limited to the following:

- A. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.
- F. To provide for the appraisal of the efficiency of personnel.

- G. To provide for the proper maintenance of facilities; initiate and approve the acquisition and disposition of school sites; and initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of the purposes, values, conditions and needs of public education in the Town ***[Regional School District Option: Towns comprising the school district]***.
- J. To establish a curriculum committee to recommend, develop, review and approve all curriculum for the district.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the Connecticut General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
 - (4) the mandates in the Connecticut General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of state identified
- 10-4b Complaint alleging failure or inability of board of education to implement educational interests of state. Investigation; inquiry; hearing. Remedial process. Regulations
- 10-220 Duties of boards of education
- 10-221 Board of education to prescribe rules, policies and procedures
- 10-241 Powers of school districts

ADOPTED: _____

REVISED: _____

10/18/2021