

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

WESTBROOK BOARD OF EDUCATION Thursday, October 20, 2022 @ 4:45 p.m. Policy Subcommittee Meeting BOE Conference Room
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AGENDA

- I. Call to Order
- II. Approval of Minutes
 - 1. September 22, 2022
- III. Discussion and Action Steps Related to Policy 1230 per Shipman's Recommendation (including related policies)
Potential Actions:
 - Rescind 1230, 3280, 3280.1, 3281, and 1324 – **Enclosure 1**
 - Replace with updated Policy 3280 (Shipman model)
 - Consider Policy 3515 Use of Facilities – **Enclosure 2**
(Look at Recommended Shipman Policy)
- IV. Policies to Review/Update Due to Legislation
 - Credit for Online Courses and Remote Learning – **Enclosure 3**
- V. Next Meeting Focus: Meal Charging, Wellness Policy, Code of Conduct, and TBD
- VI. Adjourn

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

**WESTBROOK BOARD OF EDUCATION
Thursday, September 22, 2022 @ 4:45 p.m.
Policy Subcommittee Meeting
BOE Conference Room**

MINUTES

Members Present: K. Walker, C. Kuehlewind, M. Luft, Z. Hayden

Also Present: Superintendent Kristina J. Martineau

- I. Call to Order: K. Walker called the Policy meeting to order at 4:47 p.m. in the BOE Conference room.
- II. Approval of Minutes of June 15, 2022. MOTION by M. Luft and SECOND by Z. Hayden to approve the minutes of June 15, 2022 - Vote unanimous.
- III. Policies to Update Due to Legislation Changes
 - A. Series 4000 – Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees (Shipman policy)
4200 – Westbrook policy

BOE discussed adopting Shipman policy and move to the October 2022 BOE meeting for 1 st reading. MOTION to approve by Z. Hayden; SECOND by M. Luft - Vote unanimous.

- B. Series 5000 – Physical Activity, Undirected Play and Student Discipline (Shipman)
Wellness Policy (Westbrook)
CABE – 5144.4 – Physical Exercise and Discipline of Students

BOE discussed Policy 5144.4 and decided to move forward to October 2022 to rescind. MOTION by Z. Hayden to adopt Shipman policy and use 5144.4 policy SECOND by C. Kuehlewind. Vote unanimous.

- C. Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)

BOE discussed the Shipman policy and decided to adopt the Shipman version and move it forward to the October 2022 meeting. (The Superintendent will determine Policy number before BOE meeting to match CABE number- 6148?) MOTION by M.Luft to approve and SECOND by Z. Hayden. Vote unanimous.

- D. Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum:

The Committee discussed adopting the Shipman policy as #6146.2 as is including all optional language and moving forward to October BOE meeting for 1st reading. MOTION by C. Kuehlewind; SECOND by M. Luft. Vote unanimous.

- E. Committee added discussion on 6142.101 and decided to move to committee meeting in October or November after it is reviewed by the District Wellness Committee. MOTION by C. Kuehlewind and SECOND by Z. Hayden to move back to internal committee to review and to update. Vote unanimous.

IV. Other policies for review
A. 9271 – Code of Ethics

BOE reviewed current policy and updated CABE policy. MOTION by Z. Hayden and SECOND by M. Luft to keep current policy and mark as reviewed September 22, 2022. Vote unanimous..

V. Discussion to Plan Next Steps for Review of 2000's for 2022-2023
To be reviewed on October 20, 2022 4:45 p.m. Prior to the meeting, each member has committed to reviewing a policy, Shipman and/or CABE version, and area districts. Cecilia will send Shipman and/or CABE updated policies.
A. 2000 – Concept and Roles in Administration (assigned to MEL)
B. 2000.1 – Board – Superintendent Relations (Regs.) – CABE Policy 2131
Superintendent of Schools (Assigned to KM)
C. 2100 – Administrative Staff Organization (Assigned to KW)
D. 2111 – Equal Employment Opportunity (Assigned to CK)
E. 2112 – Professional Development Opportunities (Assigned to ZH)
F. 2130 – Job Descriptions (Assigned to CK if we find our 2111 is not needed)

To be reviewed on November 17, 2022 @ 4:45 p.m. Process and assignments to be discussed at the October policy committee meeting.

G.2140 – Superintendent of Schools
H. 2131.1 – Appointment of Designee for Superintendent of Schools
I. 2151 – Hiring of School Administrators
J. 2210 – Administrative Leeway in Absence of Board of Education Policy
K. 2231 – Policy and Regulation Systems
L. 2240 – Educational Research to District Schools

M. Add Shipman 2000s series updated policy on Retention of Electronic Records and Information. Cross reference and consider 5125 and 5141.21

VI. Next Meeting

A. Proposed items : New Remote Learning Policy, Code of Conduct, Administration of Medications (5141) in addition to list assigned above for October 20, 2022. Superintendent Martineau will double check legal updates required and required policy list.

VII. MOTION by M. Luft and SECOND by C. Kuehlewind to adjourn at 5:39 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting.

Shipman recommends adopting this model
policy and regulations (impacts ^{current} 1230, 3280, 3280.1, 3281 and 1324)
POLICY 3280
↳ (if we adopt new 3280, shipman
recommends ~~re~~ rescinding
above listed policies)

GIFTS, GRANTS, BEQUESTS, AND FUNDRAISING

Purpose and Overview

The Westbrook Public Schools have benefited from the generosity of third party groups, organizations, and individuals who have made gifts, grants, and bequests to the school district ("Gifts") – monetary contributions as well as physical objects – through fundraising initiatives or otherwise. Gifts may be received from a number of benefactors including school-based organizations, students and their families, community members, outside individuals, organizations, booster clubs, foundations, governmental agencies, employees, agencies, or any number of other sources.

The Board of Education recognizes that Gifts and fundraising initiatives can enhance the educational experience, but that Gift-giving and fundraising require close oversight by the Superintendent to ensure that they are consistent with the Board's educational objectives and policies and applicable law. The Board of Education further recognizes its legal responsibility to provide facilities, equipment, supplies, materials, and staff adequate to maintain its regular instructional program, and cannot, therefore, accept Gifts which could be interpreted as an assumption of this function on the part of the donor. The Board reserves the right, then, to specify the manner in which Gifts are made, to define the type of Gift which it considers appropriate, to reject those which it deems inappropriate, unsuitable, and/or in conflict with the Board's educational objectives and/or policies and/or applicable law, and to remove, dispose of, or modify those that become unwanted or obsolete as conditions warrant.

Types of Gifts Encouraged and Discouraged

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

Gifts which seek to provide enhancements to the educational or extracurricular experience of the Board's students should be appropriately encouraged, as should Gifts which duplicate certain material resources and, therefore, accelerate the attainment of educational goals. In general, the Board of Education will not accept Gifts that are inconsistent with the policies, practices, programs, standards, and interests of the Board and its schools and/or applicable law (including, without limitation, the requirement that school districts operating or sponsoring athletic programs provide equal athletic opportunities for members of both sexes). Moreover, Gifts that will add to the ongoing maintenance requirements of the schools are not encouraged.

Receipt, Acknowledgement, Acceptance, and Reporting of Gifts

Monies received by the Board of Education as Gifts through fundraising efforts or otherwise are public funds and must be safeguarded accordingly. Therefore, the Superintendent or the Superintendent's designee shall establish school activity funds to handle such funds, and such

monies must be deposited in the appropriate school activity fund(s). *[OPTIONAL: Only the Parent Teacher Organization (PTO), Parent Teacher Association (PTA), and other organizations as may be specifically approved by the Superintendent and/or designee may retain monies from fundraising efforts. If desired by these organizations, monies from fundraising efforts may be deposited in the appropriate school activity fund.]*

The Superintendent or designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

In addition, all applicable Board of Education policies must be followed when funds are to be raised through the use of students and Board facilities. All Gifts shall become school district property.

- Any Gift valued under \$1,000 must be approved by the Superintendent or building principal before being accepted and meet criteria established by the administrative regulations established in accordance with this policy.
- Any Gift valued at \$1,000 to \$2,500 must be approved by the Superintendent before being accepted and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent shall inform the Board of Education of any Gift valued at \$1,000 or more that has been accepted by the district.
- Any Gift valued at \$ 2,500 or more must be approved by the Board of Education before being accepted and meet criteria established by the administrative regulations established in accordance with this policy.

The Board of Education, Superintendent, and/or building principal (as applicable) shall acknowledge and express appreciation for all Gifts whether accepted or not. Any Gift rejected by the Board of Education, Superintendent, and/or building principal (as applicable) shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such Gift.

All Gifts made to the Westbrook Public Schools come under the direction and control of the Board of Education and are subject to the same regulations that govern the use of district resources.

The Superintendent shall develop administrative regulations governing the procedures for evaluating Gifts and fundraising initiatives intended to benefit the Westbrook Public Schools.

Legal References:

Title IX of the Educational Amendments of 1972, 20 U.S.C § 1681
Conn. Gen. Stat. § 10-237

ADOPTED: _____
REVISED: _____

REGULATION 3280

ADMINISTRATIVE REGULATIONS REGARDING GIFTS, GRANTS, BEQUESTS, AND FUNDRAISING

In accordance with Board Policy 3280, these administrative regulations govern the procedures for evaluating Gifts and fundraising initiatives intended to benefit the Westbrook Public Schools.

Prior to proposing a gift, grant, or bequest ("Gift"), potential donors are encouraged to review Board Policy 3280 and consult with the Superintendent and/or building principal regarding the appropriateness of the Gift. Prior to undertaking any fundraising initiative, potential donors are encouraged to consult with the Superintendent and/or building principal regarding the appropriateness of the initiative. Such prior consultation will assist potential donors in understanding applicable policies, procedures, regulations, and laws related to proposed Gifts and fundraising initiatives and may help avoid rejection of a Gift for non-compliance.

To be accepted, a Gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the Westbrook Public Schools
- Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- Will not bring unanticipated costs to the Westbrook Public Schools (e.g., maintenance costs)
- Will place no restrictions on any Westbrook Public Schools program(s)
- Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- Will not create inequity in athletic opportunities for members of both sexes in district-sponsored athletic programs
- Will not imply endorsement of any business or product
- Will not be in conflict with any provision of local, state, and/or federal law and/or Board of Education policy

The Board of Education, Superintendent, and/or appropriate administrator(s) shall use the attached **Proposed Gift Form** to evaluate the appropriateness of a Gift presented to the Westbrook Public Schools. The Proposed Gift Form must be completed before a gift is accepted.

All Gifts shall become school district property.

Legal Reference:

Title IX of the Educational Amendments of 1972, 20 U.S.C § 1681
Conn. Gen. Stat. § 10-237

ADOPTED: _____
REVISED: _____

WESTBROOK PUBLIC SCHOOLS

PROPOSED GIFT FORM

This form must be completed in its entirety before a gift, grant, or bequest ("Gift") is accepted. Rules and procedures regarding evaluation and approval of proposed Gifts are set forth in Board of Education ("Board") Policy and Regulation 3280. All Gifts must meet the criteria established by Regulation 3280. In addition, before being accepted:

- Any Gift valued under \$1,000 must be approved by the Superintendent or building principal.
- Any Gift valued at \$1,000 to \$ 2,500 must be approved by the Superintendent.
- Any Gift valued at \$2,500 or more must be approved by the Board of Education.

TO BE COMPLETED BY THE PROPOSED DONOR
--

Donor name _____

Address _____ Phone No. _____

Description of proposed gift

Approximate value (donated materials or services should be estimated based on fair value provided) _____

Please describe the purpose of the proposed Gift and any proposed conditions or restrictions:

Signature _____ Date _____

TO BE COMPLETED BY SCHOOL ADMINISTRATION

Name of administrator completing form _____

Please review the proposed Gift and answer the following questions.	Circle one	If yes, please explain.
Does the proposed gift have a purpose that is <u>not</u> consistent with the purposes of the Westbrook Public Schools (WPS)?	Y or N	
Does the proposed gift begin a program that the Board would be unwilling to take over when the gift or grant	Y or N	

funds are exhausted?		
Does the proposed gift bring unanticipated costs to the WPS (<i>e.g.</i> , maintenance costs)?	Y or N	
Does the proposed gift place restrictions on any WPS program(s)?	Y or N	
Is the proposed gift inappropriate or harmful to the best educational interests of students?	Y or N	
Does the proposed gift create inequity in athletic opportunities for members of both sexes in district-sponsored athletic programs? If yes, please explain and propose any possible ways to eliminate any inequities that might be created by the proposed gift.	Y or N	
Does the proposed gift imply endorsement of any business or product?	Y or N	
Is the proposed gift in conflict with any provision of local, state, or and/or federal law and/or Board policy?	Y or N	

Notes on any Superintendent/administrator actions taken:

Notes on any Board of Education actions taken:

Disposition:

☐ **Accepted**

☐ **Rejected**

☐ **Returned to proposed donor with the following proposed modifications:**

Accounting:

School Activity Fund(s) into which Gift was Deposited:

Recommendation per Shipman → move to
rescind this policy

1230

Community Relations

Other School-Connected Organizations

Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. The Board of Education recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or District. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee;
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board;

4. avoid interference with any previously approved student activity;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of District employees in the administration of their duties; and
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

The Board of Education is responsible for providing funding for the safe and effective operation of the interscholastic sports program. There may be occasions when Board funding is unavailable to provide everything requested by a coach. All booster club donations must be approved by the Superintendent of Schools or his/her designee (Board of Education) in advance to ensure equity in all sports. "Necessary" expenditures must be provided by the Board of Education through its approved budget. Items that would be "nice" or "beneficial" to have are viewed as appropriate for booster club financial support. Any booster club purchase or expenditure must receive the approval of the team's head coach and the Athletic Director following the aforementioned approval by the Superintendent of Schools or his/her designee (Board of Education).

The Board reserves the right to revoke approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.

(cf. 1110.1 - Parental Involvement)

(cf. 1140 - Distribution of Materials by Students)

(cf. 1210 - School Community Associations)

(cf. 1323 - Gifts to Students)

(cf. 1330 - Use of School Facilities)

(cf. 3280 - Gifts, Grants and Bequests)

(cf. 3281 - School Fund Raising)

(cf. 3515 - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.

Policy adopted:

Business/Non-Instructional Operations**Gifts, Grants and Bequests**

The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated.

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

All gifts shall be accepted for the school district as a whole, and not for a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Policy adopted: March 11, 2008

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Shipman recommends
replacing this policy.

Business/Non-Instructional Operations

Gifts, Grants and Bequests

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school district.
2. Be offered by a donor acceptable to the Board of Education.
3. Will not increase staff responsibilities.
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted.
5. Would not bring undesirable or hidden costs to the school district.
6. Will place no restrictions on the school program.
7. Will be suitable for use in meeting the instructional needs of the school, if the gift is technology material, such as computers and/or software.
8. Will not be inappropriate or harmful to the best education of students.
9. Will not imply endorsement of any business or product.
10. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become school district property.

A letter of appreciation shall be sent to a donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Regulation approved: March 11, 2008

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Shipman recommends replacing this one.

Business/Non-Instructional Operations**Grants**

The Superintendent or his/her designee is encouraged to explore private sources of funds, goods and services for special projects or programs that will enhance the educational offerings of the District. These special projects or programs must promote the educational goals of the District. Staff members and members of the public may seek out grants and bring to the attention of the Superintendent or his/her designee any that they feel should be pursued.

The development of funding proposals is the responsibility of the Superintendent or his/her designee.

All funding proposals must meet the following criteria:

1. They will be based on a specific set of internal objectives that relate to the established goals and objectives of the District.
2. They will provide measures for evaluating whether or not project objectives are being or have been achieved.
3. The execution of all projects is to conform to state and federal laws and to the policies of the Board of Education or other factors as determined by the Superintendent.

All grants received will be properly deposited in the accounts of the District and be administered in accordance with the terms of the grant.

(cf. 3280 - Gifts, Grants and Bequests)

Legal Reference: Connecticut General Statutes

7-194 Powers

Policy adopted: March 11, 2008

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Shipman recommends replacing
this one.

Business/Non-Instructional Operations

School Fund Raisers

It is the responsibility of the Board to control fund-raising activities which involve the students in the Westbrook school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.

The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, not the Board's responsibility for educational funding.

The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.

Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.

The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.

Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.

Students shall not be asked to solicit outside of their home.

(cf. 1324 - Fund Raising In and For the Schools)

Policy adopted: March 11, 2008

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

*Recommendation per
Shipman —> RESCIND Policy 3281
(assumes we adopt updated
Shipman policy)*

Community Relations

Soliciting Funds from and by Students

Fundraising shall not be conducted by non school agencies or for non school activities among students except as provided by law and approved by the Board of Education.

Fund raising activities may be approved by the Superintendent of Schools consistent with the following guidelines:

1. Fundraising is in connection with school sponsored projects. Requests for approval of fund-raisers shall be made and approved, in writing, on the form provided; and
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity; and
3. The mechanics or procedures of fundraising will neither be an unacceptable burden to teachers or other school staff members nor subject the school to inappropriate risks or responsibilities in handling funds.

Upon approval by the Superintendent, information from recognized charitable and other organizations which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization may be distributed through the schools. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

There shall be no direct solicitation of student funding or use of school facilities for fundraising purposes by outside organizations except on specific approval of the Board of Education.

Policy adopted: October 10, 2007

Policy revised: November 13, 2012

Policy reviewed: March 24, 2022

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Shipman recommends
rescinding this policy

Business/Non-Instructional Operations

Community Use of School Facilities

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers.
2. Meetings and programs sponsored by the Board of Education, Board of Selectman, Recreation Commission, PTO or other town governmental or non-profit agencies. (Non-profit agencies, recognized youth groups, scouts, athletic organizations, 4H groups, etc.)
3. Other non-profit community groups composed of local residents.

The use of school facilities by individuals, private groups and organizations or non-community groups is prohibited.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Superintendent of Schools at least two (2) weeks before the date of intended use. Agencies using the school on a long term basis must submit applications annually.

A custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

Kitchen staff is required for use of the school's kitchen equipment.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

School grounds shall not be available for use after sundown except by permission of the Board.

The possession or consumption of tobacco and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup. Ct., 6-11-01

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy adopted: March 11, 2008

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Shipman
recommended
new del policy



Series 1000
Community/Board Operation

USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the [] 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 of 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.

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

CREDIT FOR ONLINE COURSES [OPTIONAL: AND REMOTE LEARNING]

The _____ Board of Education (“Board”), in accordance with Connecticut General Statutes § 10-221a, sanctions the receipt of online course credit to be used toward high school graduation requirements, in accordance with this policy.

[OPTIONAL: In accordance with Connecticut General Statutes § 10-4w, beginning with the school year commencing July 1, 2022, the Board also authorizes the _____ Public Schools (the “District”) to offer remote learning for students in grades nine through twelve in accordance with this policy. Further, beginning with the school year commencing July 1, 2024, the Board authorizes the District to offer remote learning for students in grades kindergarten through twelve in accordance with this policy.]

I. CREDIT FOR ONLINE COURSES**A. Pre-approval of Courses**

To receive credit for online courses to be used toward high school graduation requirements, for courses that are not part of the Board’s remote learning model, students must, prior to registering for the course, receive approval from the high school principal or designee. The decision of the principal or designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the requirements set forth below are met.

B. Requirements for Online Coursework

1. The workload required by the online course is equivalent to that of a similar course taught in a traditional classroom setting;
2. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs;
4. The program of instruction for such online coursework is planned, ongoing and systematic;
5. The courses are:

- a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
 - b. offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or regionally accredited; and
6. The principal has determined, in the principal's professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

C. Additional Requirements

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade.

Any expense incurred for taking an online course identified by the student and/or parent to supplement the District's curricular offerings shall be the responsibility of the student/parent and shall not be the responsibility of the Board.

[OPTIONAL:]

II. REMOTE LEARNING

For the school years commencing July 1, 2022 and July 1, 2023, the Board authorizes remote learning to students in grades nine through twelve in accordance with the requirements set forth below. For the school year commencing July 1, 2024, and for each school year thereafter, the Board authorizes remote learning to students in grades kindergarten through twelve in accordance with the requirements set forth below.

A. Definitions

"Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

"Dual instruction" means the simultaneous instruction by a teacher to students in-person in the classroom and students engaged in remote learning.

B. Remote Learning Model

1. *For the school years commencing July 1, 2022 and July 1, 2023, the Board authorizes the District to offer remote learning for students in grades nine through twelve.*
2. *Beginning with the school year commencing July 1, 2024, and for each school year thereafter, the Board authorizes the District to offer remote learning for students in grades kindergarten through twelve.*
3. *Student attendance during remote learning will be assessed in accordance with the Board's policy regarding attendance and the Connecticut State Department of Education's guidance on student attendance during remote learning. The District will count as "in attendance" any student who spends not less than one-half of the school day during such instruction engaged in (a) virtual classes, (b) virtual meetings, (c) activities on time-logged electronic systems, and (d) the completion and submission of assignments.*
4. *Except as may be required by other applicable law, the Board prohibits dual instruction as part of remote learning.*
5. *The remote learning programming must:*
 - a. *Articulate clear educational goals;*
 - b. *Clearly organize course offerings in a way that can be easily navigated by students, parents/guardians, teachers, administrators and other stakeholders;*
 - c. *Integrate quality instructional materials to enable and enrich student learning;*
 - d. *Regularly evaluate technology that supports the learning goals and enhances the learning experience;*
 - e. *Contain content that aligns with appropriate learning standards and includes provisions for both intervention and accelerated learning opportunities;*
 - f. *Provide opportunities for student-to-student and student-to-teacher interactions that support active learning;*
 - g. *Integrate research-based Universal Design for Learning (UDL); and*
 - h. *Comply with the Connecticut State Department of Education Standards for Remote Learning.*

The Board authorizes the Superintendent of Schools or designee to develop administrative regulations as may be necessary and appropriate to implement this policy.]

Legal References

Public Act No. 22-80, “An Act Concerning Childhood Mental and Physical Health Services in Schools”

Connecticut General Statutes § 10-4w

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-221a

Connecticut State Department of Education, Standards for Remote Learning Grades 9-12 (February 2022), *available at* <https://portal.ct.gov/-/media/SDE/Remote-Learning-Commission/CT-Standards-for-Remote-Learning-Grades-9-12-FINAL.pdf>.

APPROVED: _____
REVISED: _____

8/11/2022