



POLICY COMMITTEE MEETING

Monday, March 24, 2025 5:30 PM
Glastonbury Town Hall, Meeting Room A
Glastonbury Town Hall
2155 Main Street
Glastonbury, CT 06033

1. Review of Board of Education Policy #5132 Student Dress Code
2. Review of Board of Education Policy and Regulation #6153 School Sponsored Trips
3. Review of Board of Education Policy #5118.1 Children of Out-of-Town Board of Education Employees
4. Review of NEW Board of Education Policy #6148 Free Application for Federal Student Aid (FAFSA) Completion Program
5. Review of NEW Board of Education Policy and Appendix #1510 Relations with Youth Organizations
6. Review of Board of Education Policy #9130 Committees - Standing, Special and Ad Hoc

Student Dress Code

Student dress should enhance the educational climate of the schools and avoid disruption of the educational process. Students are required to dress in a manner consistent with generally accepted standards of health, safety and decency.

Students who fail to comply with Board policy and administrative regulations concerning appropriate school attire will be subject to disciplinary measures up to and including expulsion in accordance with Board policy (cf.5114(a-1))

The following may not be worn by any student attending a Glastonbury school:

1. ~~Carbon content, black soled, lug type shoes and/or boots which can leave black marks on floors or walls or any other type of footwear which can damage school property.~~
2. ~~Garments that expose the chest, midriff and/or buttocks.~~
3. ~~Clothing or apparel bearing language or symbols that are obscene, profane or violent.~~
4. ~~Attire or accessories which depict logos or emblems that encourage, glorify or parody the use of drugs, tobacco products or alcoholic beverages.~~

Middle and High Schools

Building principals shall develop and implement student dress codes which are consistent with the above **acceptable** standards. These codes shall be reviewed with students and included in student handbooks. Dress codes shall be appropriate for the students' age level and the disciplinary needs of the school.

Elementary Schools

~~Principals may develop written standards of dress for their students, but it is recognized that at the elementary level, less formal communication of standards may be desirable.~~

All student dress codes shall be approved by the superintendent/designee before implementation.

~~Students who fail to comply with Board policy and administrative regulations concerning appropriate school attire will be subject to disciplinary measures up to and including expulsion in accordance with Board policy (cf.5114(a-1))~~

Policy

Adopted: October, 1981

Revised: February 28, 2005

Revised:

School Sponsored Trips

School trips of significant educational value and closely related to the instructional program shall be encouraged under policies and regulations established by the Board of Education and Superintendent of Schools.

Other types of school trips are permitted with the approval of the building principal and superintendent.

On all school trips, primary consideration shall be given to student, employee, and chaperone safety, proper adult supervision, care of school vehicles, and the reasonable protection of the Town.

Transportation for local school trips with school buses integral to designated curricular programs and units is supported through the school budget. Transportation for other trips in which town-owned vehicles are used shall be provided for a fee established by the director of transportation based on the cost of operating a vehicle for the trip. Cost of transportation on chartered vehicles or public carriers, except in the case of interscholastic sports teams and related groups shall not be responsibility of the school system. If **student** fees of any kind are involved, ~~no student will be denied the opportunity to participate in these trips due to lack of resources.~~ **financial support may be procured for families in need.**

Students participating in off-site school trips must have the school approved Agreement and Release Form signed by a parent/guardian.

Policy

Adopted: October, 1981

Revised: February, 1985

Revised: December 10, 2001

Revised: February 24, 2003

Revised: September 25, 2006

Revised: March 10, 2008

Revised: April 21, 2014

Revised:

School Sponsored Trips

Board of Education Policy provides for student trips of significant educational value closely related to the instructional program. Each trip will be reviewed on an individual basis.

The administrative guidelines established for student trips are as follows:

I. DEFINITIONS OF SCHOOL SPONSORED TRIPS

- A. Field Trip - An out-of-school field trip is a planned activity in which a class or group of students leaves the school grounds for the purpose of continuing and extending the program of instruction. As such, it is considered instructional and planned with objectives determined in advance and appropriate instruction preceding and following the field trip.
- B. Athletic Trip - an athletic trip is any trip off school grounds for the purpose of participating in any athletic contest or practice session.
- C. Extracurricular Trip - an extracurricular trip is any trip conducted off school grounds and scheduled at a time so as not to interfere with the normal school day. An extracurricular trip must be under the sponsorship of a school organization.
- D. International Trip - an international trip is a trip designed to provide an educational experience outside the United States, where students experience other languages, people and cultures.
- E. Chaperone – Adult accompanying students on school sponsored trips. Generally, the chaperone will be a teacher; but could be an administrator, sponsor, coach, or other staff member, and also may be a parent.

II. APPROVAL PROCESS FOR SCHOOL SPONSORED TRIPS

- A. Field Trips must be authorized by a building principal and the appropriate program director after the completion of the Student Trip Request Form. Any trip involving an overnight stay or travel out-of-state must also be approved by the Superintendent or designee. Overnight trips must also be individually approved by the Board of Education in advance unless the trip has been pre-approved by the Board as part of a curriculum.
- B. Athletic Trips, including out-of-state and overnight trips, must be approved by the superintendent or designee. For extended trips (3 nights or more), Board of Education approval is also required.
- C. Extracurricular Trips, including out-of-state and overnight trips, must be approved by the Superintendent or designee. For extended trips (3 nights or more), Board of Education approval is also required.

School Sponsored Trips (continued)

D. International Trips must be approved by the Superintendent and Board of Education.

III. GUIDELINES FOR SCHOOL SPONSORED TRIPS

- A. All field trips must be preceded by appropriate preparatory instruction and be followed up by appropriate post-field trip assessment or other activities that lead to additional learning as an outcome of the trip or as an introduction to other learning.
- B. In general, field trips must be limited to an interval not to exceed the length of a school day and confined to a reasonable distance from Glastonbury.
- C. All trips must have a written itinerary with locations, phone numbers, and estimated time of arrival at each location. A copy of this itinerary must be left at the school office. Out of state and international itineraries must also be sent to the district administration.
- D. Chaperones must carry with them a complete list of the students and adults on the trip with emergency contact numbers listed for each individual. A copy of this list must be submitted in advance to school and district administration.
- E. Chaperones must be aware of special medical problems, allergies, handicaps, special prescriptions, etc., of students who are participants on the trip. Chaperones must also carry a list of any medications that students require and such medication must be carried by a Glastonbury Public Schools' staff member or the parent of the student. Pre-arrangements must be made for administering medication.
- F. Chaperones must carry a list of school emergency contact numbers so they can reach a school official if needed. Should accidents or medical emergencies occur, the teacher must immediately notify the principal **and/or director**. If an emergency occurs, teachers need to be prepared to provide complete information about the incident. Parents will be contacted by a school official. Please be advised that it may be necessary for you to make arrangements for your child if for any reason they need to quarantine or have a hospital stay. The parent/guardian is responsible for any costs associated with your child's care.
- G. If transportation is other than Glastonbury school bus, teachers must list the transportation carrier on appropriate documents. All vehicles must have a first aid kit on board.
- H. If a trip will cause a significant number of students to miss lunch at a school, teachers shall notify cafeteria personnel several days in advance.
- I. On trips outside of Glastonbury, it is advisable to use the following ratio of adult chaperones (inclusive of the teachers/sponsors). Depending upon the activity, this ratio may be adjusted by the Superintendent.

School Sponsored Trips (continued)**Day Trips:**

<u>Grade</u>	<u>Students</u>	<u>Adults</u>
Pre-K-K	5	1
1 - 5	8	1
6 - 8	12	1
9 -12	20	1

Overnight Trips:

<u>Grade</u>	<u>Students</u>	<u>Adults*</u>
1 - 5	4	1
6 - 8	6	1
9 -12	10	1

International Trips:

<u>Grade</u>	<u>Students</u>	<u>Adults*</u>
6 -12	6	1

*Overnight travel requires a minimum of 2 chaperones (see J. below)

- J. While the number of teacher chaperones may vary depending on the nature of the trip, any overnight trip must have a minimum of two chaperones and, if the student population on the field trip is both male and female, one chaperone must be male and one female. Chaperones must be approved by the district level administration.
- K. All chaperones/students must conform to the Board of Education Policy regarding Drug Free Workplace (reference 4118.231 and 4218.221).
- L. Adult chaperones (e.g., other staff personnel, parents, etc.) who accompany the group must be briefed by the teacher/sponsor as to purposes of the trip, procedures, possible hazards, supervisory responsibilities, etc., and must receive a copy of any written procedures.
- M. The Board of Education secures liability insurance, pursuant to Connecticut General Statutes, Sections 10-235 and 10-236, for protection of teachers and other employees who act as chaperones on trips.
- N. The Superintendent and/or Board of Education reserve the right to reconsider any previously approved student trip. In the event of such a cancellation, the Board of Education assumes no responsibility for losses incurred by parents.

School Sponsored Trips (continued)

- O. School system employees shall accept no commission or other remuneration except that employees may receive reimbursement of their expenses. On extracurricular and international trips, any reimbursement of expenses to the chaperones must be paid from fees collected from the participants. Students participating must be made aware of this provision.
- P. All fund-raising activities conducted to help finance such travel must be in accordance with Board of Education Policy for fund raising and preapproved by the superintendent/designee.
- Q. Parents are responsible for any cost incurred for students who are sent home early because of a behavioral infraction or returning home early for any other reason.
- R. If private vehicles are used, the person operating them must submit evidence of liability insurance.

IV. ADDITIONAL GUIDELINES FOR INTERNATIONAL TRAVEL

- A. All requests for trips outside the United States must be submitted at least four months prior to the planned departure. International trip request forms must also be completed at that time.
- B. In special circumstances, school time may be used for trips abroad. All requests for trips involving school time must have followed the approval process.
- C. All students must be in good standing in both academics and behavior. Students must not be failing any subject, must not have repeated offenses, and must exhibit appropriate conduct both in and out of school.
- D. Should accidents or medical emergencies occur, the chaperone must immediately notify the principal/administrator and the district level administration. Chaperones must carry a list of emergency contact numbers including embassy numbers. If an emergency occurs, chaperones need to be prepared to provide complete information about the incident. Parents will be contacted by a school official. Please be advised that it may be necessary for you to make arrangements for your child if for any reason they need to quarantine or have a hospital stay. The parent/guardian is responsible for any costs associated with your child's care.

School Sponsored Trips (continued)

- E. Following trip approval, the following steps are to be carried out:
1. Written parental consent and a completed student health history form must be obtained for student participation.
 2. Contracts with carriers or travel agencies must be reviewed by the superintendent/designee before a signature is affixed. A copy of the contract must be submitted to the office of the Superintendent or designee.
 3. Parents must be provided with specific written information to include objectives of the program, costs, daily itinerary, chaperones, accommodations, student and chaperone responsibilities, school behavior policies, trip cancellation procedures and refund policies.
 4. Students/families are responsible for securing appropriate travel documents including visas, passports as well as medical waivers and immunizations as needed.
 5. Conferences and/or orientation sessions are scheduled with students and their parents to assure that all plans and school policies are clearly understood and will include objectives of the program, costs, daily itinerary, chaperones, accommodations, student and chaperone responsibilities, school behavior policies, trip cancellation procedures, and refund policies.
- F. Prior to all overnight trips including, field trips, athletic trips, extracurricular trips and international trips, chaperones must receive orientation and training (provided by the Glastonbury Public Schools) which explains the procedures for travel. Chaperones are required to attend training every three years.
- G. In the event of adverse political, safety, or health conditions, or any other unforeseen circumstances, the Superintendent or Board of Education may cancel a previously approved school sponsored trip. In the event of such a cancellation, the Board of Education assumes no responsibility for losses incurred by parents. Parents must be informed of the Board's prerogative to cancel a trip and should be encouraged to purchase trip cancellation insurance.

V. NON-SCHOOL SPONSORED TRIPS

The Board of Education will not accept responsibility for trips not covered by Board Policy. Non-school sponsored trips planned for profit by staff members may not occur on school time and, therefore, are not to be planned on school time. ("Profit" is defined as monetary gain in excess of expenses.) The facilities of the schools may not be used in planning such trips. Letters to parents, directions or other communications may not be duplicated on school equipment or distributed at schools. Staff members planning such trips must look to community agencies or organizations outside the school.

Instruction

Regulation: 6153(e)

Revised

School Sponsored Trips (continued)

Regulation

Approved: October, 1981

Revised: November, 1984

Revised: February, 1985

Revised: November, 1994 (International Travel Section Only)

Revised: December 10, 2001

Revised: February 24, 2003

Revised: September 25, 2006

Revised: March 10, 2008

Revised: April 21, 2014

Revised: August 10, 2022

Revised:

Children of Out-of-Town Board of Education Employees

The Board of Education believes that permitting the children of its non-resident employees to attend its schools may be advantageous in its recruitment efforts. This may be especially beneficial as the district competes for certain highly competitive teaching, administrative and support positions. Accordingly, the children of Board of Education employees who live out-of-town may attend the Glastonbury Public Schools at a special tuition rate approved annually by the Board.

All requests to be included in this program must be endorsed by the superintendent and submitted to the Board for approval. Under normal conditions, students will be accepted only at the beginning of the school year. Notification of acceptance and tuition amount will be sent to out-of-town staff after Board approval. Attendance will be permitted only on a space available basis determined by the superintendent. The parent/guardian will be responsible for transportation to and from school.

The Board of Education instructs the superintendent/designee to set the tuition for this program annually at \$1,000 per child. In addition, any costs for additional services ~~required under an IEP or 504 Plan~~ will be paid by the employee.

Policy

Adopted: March 10, 1986

Revised: April 19, 1993

Revised: October 7, 1996

Revised: January 24, 2005

Revised: September 26, 2005

Revised: June 25, 2012

Revised: April 21, 2014

Revised: March 11, 2016

Revised: April 25, 2022

~~Revised:~~

FAFSA Completion Program

The Board of Education recognizes that college, for many students, continues to be an important pathway that helps to provide students with necessary skills for work and for lifelong learning.

Beginning with the class of 2027, graduating students must have 1) completed a Free Application for Federal Student Aid (FAFSA), 2) completed and submitted to a public institution of higher education an application for institutional financial aid for students without legal immigration status, or 3) completed a waiver, on a form prescribed by the Connecticut State Department of Education (CSDE), signed by the student’s parent/legal guardian or by the student if 18 years of age or older.

A principal, school counselor, teacher, or other certified educator may complete the waiver on behalf of any student if the certified educator affirms that they have made a good faith effort to contact the parent/legal guardian or student about the completion of the application.

The Board will publish and make available on the District website the annual FAFSA student completion rate for the graduating class.

(cf. 6146 – Graduation Requirements)

Legal Reference: Connecticut General Statutes

Public Act 21-199 An Act Concerning Various Revisions and Additions to the Statutes Relating to Education and Workforce Development, Sect. 6, 7, 8

Public Act 23-204 An Act Concerning the State Budget for Biennium Ending June 30, 2025, and Making Appropriations Therefor, And Provisions Related to Revenue and Other Items Implementing the State Budget §319-320

Public Act 24-45 An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth §9

Policy

Adopted:

Relations with Youth Organizations

BOE Memorandum of Understanding (MOU) with Youth Service Bureau

The Board of Education recognizes that one or more municipalities or a private youth-serving organization may designate a youth service bureau as its agent. Additionally, that youth service bureau may be established by a private youth-serving organization designated to act as the agent of the Board of Education.

Upon request of the youth service bureau that provides services to the Board, the Board shall enter into a Memorandum of Understanding (MOU) with the youth service bureau. The MOU shall outline the circumstances under which the Board may share student education records with the bureau as required. The bureau shall maintain those records received in accordance with the Family Educational Rights and Privacy Act 1974 (FERPA).

Legal Reference: Connecticut General Statutes

Public Act 24-25 An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth, Sections 23 and 24

Policy

Adopted:

MEMORANDUM OF
UNDERSTANDING BETWEEN THE
GLASTONBURY BOARD OF EDUCATION
AND THE
GLASTONBURY YOUTH & FAMILY SERVICES

This agreement (“Agreement”) is made by and between the Glastonbury Board of Education (the “Board”) and the Glastonbury Youth and Family Services (the “YFS”) (collectively, “the Parties”).

WHEREAS, section 23 of Public Act 24-45, provides in relevant part:

(b) A local or regional board of education shall, upon request of the youth service bureau that provides services for such board, enter into a memorandum of understanding with such youth service bureau regarding the circumstances under which educational records of students may be shared between the board and the youth service bureau in the provision of services for which such youth service bureau is providing for such board.

(c) Any memorandum of understanding entered into under this section shall require that the local or regional board of education shall provide, and such youth service bureau shall receive and maintain, any educational records of students in a manner that is in accordance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and 34 CFR 99.1 et seq., as amended from time to time.

and,

WHEREAS, the Board and the YFS agree that students and their families working with the YFS can benefit from collaboration between the Board and the YFS, and such collaboration can include school officials sharing educational records of certain students with YFS personnel and YFS officials sharing information about such students with school officials, as contemplated by the enactment of Section 23 of Public Act 24-45, and

WHEREAS, the Board may delegate to the YFS services or functions to support students and their families, and

WHEREAS, access to personally-identifiable student information for YFS personnel providing such services or functions will aid YFS personnel in performing such services or functions on behalf of the Board as described herein

Whereas, YFS personnel performing such services or functions on behalf of the Board may be considered school officials as defined by the regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g at 34 C.F.R. § 99.31(a)(1),

NOW, THEREFORE, the Parties agree to the following:

1. When the Board has delegated responsibilities to the YFS for any of the services and functions listed in Paragraph 2 below, the Board, acting through the Superintendent or designee, may provide YFS personnel providing such services or functions personally-identifiable student information related to the behavior, discipline, disability, attendance, and academic performance of such student or students served by the YFS as required to fulfill such responsibilities.
2. Such services or functions performed by YFS personnel on behalf of the Board may include the following:
 - attendance support and truancy prevention, including participation on attendance review teams in accordance with Conn. Gen. Stat. § 10-198c(b)(2)
 - programming for students subject to exclusionary discipline,
 - behavioral health evaluation,
 - crisis intervention,
 - trauma support,
 - individual therapy, family therapy, or group therapy, teen pregnancy programs,
 - employment and training programs,
 - leadership development programs,
 - mentoring,
 - life skills training,
 - community service,
 - service learning,
 - teen parent education,
 - after-school programming,
 - summer programming.
 - needs assessment and planning,

Nothing in this section shall be construed to require the YFS to deliver services or provide functions other than those specifically agreed to.

3. The Parties agree that the YFS personnel providing such services or functions shall be under the direct control of the Board with respect to the use and maintenance of such education records.
4. The YFS and its personnel shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to this Agreement.
5. The YFS shall take such actions necessary and establish such protocols necessary to ensure the security and confidentiality of information provided to the YFS in accordance with this Agreement.

6. As to information it receives in accordance with this Agreement, the YFS and its personnel will comply with the provisions of the Family Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended from time to time, and 34 CFR 99.1 et seq., as amended from time to time, as well as with the provisions of the Student Data Privacy Act, Conn. Gen. Stat. § 10-234aa *et seq.*, as set forth in Appendix A.
7. All obligations assumed by the YFS under this Agreement shall be equally applicable to any employee, agent, volunteer, officer, director, or other individual working with, through, or under the YFS, who has access to any personally-identifiable information from a student educational record. It is the obligation of the YFS to ensure compliance with this provision.
8. This Agreement controls over any prior agreements between the Parties concerning student information.
9. The Board or the YFS may terminate this Agreement by notifying the other party in writing of that action. In such case, at the request of the YFS the Board shall enter into a revised memorandum of understanding with the YFS regarding the circumstances under which the Board may share educational records of students with the YFS in connection with the provision by the YFS of services to the Board.

Agreed to:

Name of Superintendent
Superintendent of Schools
Glastonbury, Connecticut

Date

Name of Director
Youth & Family Services Director
Glastonbury, Connecticut

The Board of Education shall act as a whole on all matters coming before it. Committees may be appointed as specified under duties of the Chair. (cf. 9121). Committees appointed include standing and special committees.

Special committees are formed for the consideration or investigation of specific subjects shall submit their reports at meetings of the Board and are discharged when such reports are accepted.

Standing committees are formed for the performance of continuing functions and shall submit periodic reports at meetings of the Board. Standing committees shall be established only by amendment to Board policy specifying the committee's structure and responsibilities. All standing committees shall consist of three members appointed by the Chair of the Board of Education following the biennial town elections. Such committees shall include no more than two members from the same political party. Terms shall expire at the next biennial town election. Vacancies occurring among committee members will be filled by the Chair of the Board of Education (cf. 9121). Committee agenda and meeting schedules are set by the committee Chair in consultation with the Superintendent or designee. A matter may be referred to any standing committee upon written request of at least two Board members. **The committee chair may invite a non-board member to participate in discussion at a committee meeting.**

Continuing participation of the Superintendent or designee is expected in order to assist standing and special committees with their deliberations.

Ad Hoc Committees

Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

(cf. 1221 Citizens' Advisory Committee to the Board)

Policy

Adopted: October, 1981

Revised: May 24, 2004

Revised: March 8, 2021

Revised: