Policy Committee Meeting
Tuesday, September 1, 2026
9:00 AM
Zoom Webinar

I. Call to Order, Verification of Quorum
II. Approval of minutes: June 1, 2026 Policy Committee Meeting.
III. Discussion regarding policy/regulation revisions:
- P 3000 Concept and Roles in Business and Non-Instructional Operations
- P 3110 Budget Planning and Priorities
- P 3111 Fiscal Year
- P 3120 Budget Development and Preparation
- P 3150 Budget Adoption
- P 3160 Transfer of Funds Between Categories; Amendments
- P 3250 Materials, Services Fees, Charges
- R 3250 Materials Fees
- P 3313 Relations with Vendors
- P 3434 Periodic Audit
- P 5118 Non-Resident Students, Tuition Fees
- R 5118 Non-Resident Attendance and Tuition Fees
- P 5142.3 Motorized Bicycle and Personal Transportation Device
- R 5142.3 Motorized Bicycle and Personal Transportation Device

IV. Discussion regarding policy/regulation review at the next meeting
V. The next scheduled meeting of the Policy Committee: October 6, 2026, 9:00 AM, via Zoom.
VI. Adjournment

Policy Committee Meeting
Tuesday, June 2, 2026
9:00 AM
Zoom Webinar

Absent: Michael Guido, **Present:** David Felton, Sharon Ferraro. Present: 2, Absent: 1.

I. **Call to Order, Verification of Quorum**
Additional Attendees:
Erica Forti, Superintendent of Schools, Mark Berkowitz, Athletic Director

The meeting was called to order at 9:00 AM.

Moved that the June 2, 2026 Policy Committee meeting is hereby called to order Unseconded with a motion by Ferraro, Sharon.

II. **Discussion regarding policy/regulation:**

A. **Returned to committee for additional review**

- **P 1110.1 Community Relations - Communication with the Public/Parent Involvement**
- **P 1258 Non-Discrimination**
- **R 1258 Non-Discrimination (Complaint Procedure)**
- **P 1411 - Law Enforcement Agencies**
- **P 6114 Instruction Emergencies and Disaster Preparedness**
- **P 6141.312 Instruction Migrant Students**
- **P 6142.1 Instruction Family Life and Sex Education**

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- **P 6143 Instruction Parent and Guardian Access to Instructional Material**

- **P 6145.2 Instruction Interscholastic Athletics**

- **R 6145.2 Instruction Interscholastic Athletics**

- **P 6162.51 Survey of Students**

- **P 6180 Instruction Evaluation of the Instructional Program**

- **P 6145.3 Publications**

Policy 1110.1 — Community Relations: Communication with the Public/Parent Involvement: The current title does not reflect the policy's content; the Committee agreed to rename the policy "Parent Involvement and Communication." Policy will move forward for Board review.
Policy 1258 / Regulation 1258 — Non-Discrimination / Non-Discrimination (Complaint Procedure): Erica Forti reported she is still completing extensive edits to these policies and requested additional time; she will seek input from legal counsel. The item will return to the Committee at a future meeting.
Policy 1411 — Law Enforcement Agencies: Policy will move forward for Board review.
Policy 6114 — Instruction: Emergencies and Disaster Preparedness: Policy will move forward for Board review.
Policy 6141.312 — Instruction: Migrant Students: Policy will move forward for Board review.
Policy 6142.1 — Instruction: Family Life and Sex Education: this topic is already addressed under Policy 6147 (Curriculum Exemptions), which lists family life/sex education as a permitted curricular exemption and defines the relevant terms. The Committee agreed to sunset (eliminate) Policy 6142.1 in its entirety as duplicative of Policy 6147.
Policy 6143 — Instruction: Parent and Guardian Access to Instructional Material: the annual online posting requirement for curriculum objectives and scope/sequence is a statutory requirement beginning with the 2026-2027 school year and cannot be modified. Policy will move forward for Board review.
Policy 6145.2 / Regulation 6145.2 — Instruction: Interscholastic/Intramural Athletics: Policy and regulation will move forward for Board review.
Policy 6162.51 — Survey of Students: This item will return to the Committee at a future meeting.
Policy 6180 — Instruction: Evaluation of the Instructional Program: Policy and regulation will move forward for Board

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review.
Policy 6145.3 — Publications: Policy and regulation will move forward for Board review.

III. **Additional policies/regulations returned for review (from June 1 BOE meeting)**
Policy 5118 — Non-Resident Attendance and Tuition Fees: This policy is not listed under the printed agenda's Section II policy list but was discussed with Athletic Director Mark Berkowitz present. Following a discussion regarding extending eligibility to coaches, the Committee agreed to bring the policy back to the Board for future discussion.

IV. **Discussion regarding policy/regulation review at the next meeting**

V. **Next scheduled Policy Committee Meeting:**

A. **2026-2027 Committee Meeting Schedule**
The committee reviewed the proposed 2026-2027 meeting scheduled and agreed to move forward.

B. **The next scheduled meeting of the Policy Committee is Tuesday, September 1, 2026, 9:00 AM, via Zoom**

VI. **Adjournment**
The meeting adjourned at 10:21 AM
Moved that the June 2, 2026 Policy Committee meeting be adjourned Unseconded with a motion by Felton, David.

Respectfully submitted by:

Jodi Sacchetta

Jodi Sacchetta

DRAFT

P 3000
Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that the fiscal management comprise the foundation of the school district's educational programs and shall work with town boards and elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Develop long-range educational and financial plans to provide appropriate educational programs for students within the community's ability to pay.
3. Explore all sources of financial support
4. Guide the expenditure of funds so as to extract the greatest educational returns.
5. Establish top quality, accepted accounting and reporting procedures.
6. Work cooperatively with other appropriate governmental agencies and officials.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources, and to environmentally support the efforts of the staff to provide a good education.

~~The Board of Education recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Board of Education shall:~~

1. ~~Encourage advance planning through the best possible budget procedures.~~
2. ~~Explore all practical sources of financial support.~~
3. ~~Guide the expenditure of funds so as to extract the greatest educational returns.~~
4. ~~Establish top-quality accounting and reporting procedures.~~
5. ~~Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.~~

~~Non-Instructional Operations~~
~~The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.~~

Policy adopted: February 5, 1990
Policy revised:
Weston Public Schools Weston, Connecticut

P 3110
Budget Planning and Priorities

General

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of state statutes and Town's requirements, governing preparation, timelines, and available appeal procedures of reductions to the educational budget.

Establishing Budget Priorities

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year.

Supplemental Appropriations

State Law and Town Charter provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~As a preliminary part of the development of the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to involve representatives of the community, students, certified and non-certified staff, and the administrative staff in the budget process. The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office upon the formal approval of the Board of Education.~~
~~Legal Reference:~~
~~Connecticut General Statutes~~
~~10-51 Fiscal Year. Budget. Payments by member towns (regional school districts)~~
~~10-222 Appropriations and budget~~

P 3111
Fiscal Year

The fiscal year shall commence July 1 and end June 30.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

P 3120
Budget Development and Preparation ~~Responsibility~~

The Superintendent of Schools shall direct the preparation of the recommended annual budget. To make the budget a comprehensive reflection of the financial needs of the school system, representatives of the community, students, certified and non-certified staff, and administrative staff shall be involved in the budget process. Procedure for such involvement shall be developed by the Superintendent of Schools and implemented by the Superintendent's office following review by the Board of Education.

The Board of Education shall review the Superintendent's proposed budget at one or more budget meetings and make changes as the majority of the Board may desire.

All Board of Education budget meetings are public meetings, and the public is encouraged to attend and contribute to the budget development process within guidelines for public participation at Board of Education meetings.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~Procedures and responsibilities for annual preparation of the Board of Education budget are outlined below:~~

1. ~~A budget calendar will be prepared by the Superintendent and/or his/her designee.~~
2. ~~The Superintendent and/or his/her designee will prepare a set of procedures which will guide the administration in its formulation of the budget.~~
3. ~~The Superintendent and/or his/her designee will prepare budget worksheets and forms which will be used in the preparation and documentation of budget requests. The Superintendent and/or his/her designee will also provide the administration with guidelines necessary or appropriate for the development of the budget.~~
4. ~~There are several account areas within the budget for which an allocation guideline will not be given. The procedures involved in budgeting for these areas are as follows:~~
    - A. ~~Salaries - Requests for additional staff will be reviewed with the Superintendent. Personnel sections of the budget will be estimated by the business office.~~
    - B. ~~Budgets for Substitute Staff - A budget for all substitute staff will be calculated by the business office. Any requests for additional substitute services, other than that which would be afforded by the district-wide formula, should be forwarded~~

to the Superintendent and the business manager prior to inclusion within the budget.

C. Budgets for Social Security and employee benefits will be calculated by the business office.

D. Budgets for utilities will be calculated by the business office.

E. Budgets for the maintenance of buildings and grounds will be developed by the supervisor of buildings and grounds in conjunction with the school principals. The two parties will be required to meet and to set maintenance priorities for a particular school. Both parties will be required to sign off on the proposed priority list, which will become the basis of the budget request. This will then be reviewed by both the Superintendent and the business manager.

F. All custodial supply and equipment budgets will be prepared by the supervisor of buildings and grounds.

G. All equipment budgets will be zero-based and will be prepared using the forms which have been provided.

H. The budget for Out-of-District placement of students will be prepared by the director of special services.

I. Several other accounts, which are not related to enrollment (e.g. Dues & Fees), still will need to be completed within the budgets. The general guidelines for these will be the actual known cost if available or an inflationary increase above the current budget or prior year's expenditure.

5.

A. The business manager is responsible for the preparation of a rough draft of the budget as a whole.

B. The Superintendent, with the advice of the administrative council, is responsible for the budget as recommended by the Board of Education and for the initiation of changes resulting from review by the Board.

6. Following approval by the Board of Education, the completed budget is submitted to the Board of Selectmen and is then transmitted to the Board of Finance as stipulated in the Town Charter.

SEEKING TO CHANGE TITLE, REVISE AND ADD BACK POLICY 3160 - Transfer of Funds Between Categories; Amendments

P 3150
Budget Adoption
~~**Board Budget Procedures and Line Item Transfers**~~

The Board of Education will present an itemized estimate of the cost for the operation of the public schools to the fiscal authority in accordance with Town Charter timelines preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the legislative authority for the operation of the schools.

If reductions are made in the budget by the Board of Finance or at the town or district budget meeting or referendum, the Superintendent of Schools shall prepare a final budget recommendation for Board of Education review, modification if needed, and approval; such budget shall reflect changes made from the originally approved education budget to remain within the reduced figure ultimately approved by the legislative authority.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Policy Adopted (3150 and former 3160): February 5, 1990
Policy Revised: March 17, 2014
Note: This Policy replaces former Policy 3160
Policy Revised:

Weston Public Schools Weston, Connecticut

~~In accordance with Conn. Gen. Stat. § 10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the Board of Finance for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more line items/cost centers:~~

- ~~Salaries~~
- ~~Employee Benefits~~
- ~~Purchased Services~~
- ~~Tuition~~
- ~~Supplies~~
- ~~Books~~
- ~~Property-Equipment~~
- ~~Utilities~~

~~Other~~

~~The Board of Education shall review the recommendations and suggestions made by the Board of Finance as to how it may consolidate noneducational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations it shall provide the Board of Finance a written explanation of the reason for the rejection.~~
~~Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.~~

~~The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. At a minimum, a quarterly budget report shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, paid expenses, encumbered expenses, projected expenditures, difference between the total projected expenditures and the appropriation, and general comments indicating the reasons for the difference.~~

~~Such quarterly budget report shall be presented to the Board of Education at the regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:~~

~~**Period Covered**~~	~~**Submitted**~~
~~July, August, September~~	~~October~~
~~October, November, December~~	~~January~~
~~January, February, March~~	~~April~~
~~April, May, June~~	~~September~~

~~Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.~~
~~The Superintendent is authorized to make such transfers as necessary if the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%), on a cumulative basis, of the then current annual budget. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education and a written explanation of such transfer shall be provided to the Board of Finance and Board of Selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.~~

~~The Board of Education may transfer any unexpended or unencumbered portion of any appropriation for school purposes to any other item within that appropriation. The Board of Education shall not expend more than the amount of the appropriation and the amount of~~

money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and the Board of Selectmen and submit a request for such necessary additional funds. No additional funds shall be expended unless such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Connecticut General Statutes § 10-222, Appropriations and Budget
Public Act 13-60, An Act Concerning Consolidation of Noneducational Services
Town of Weston Charter

NEW POLICY (this was previously included in policy 3150)

P 3160
Transfer of Funds Between Categories; Amendments

The Board of Education may transfer any unexpected or uncontracted portion of any appropriation for school purposes to any other item of such itemized estimate. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Superintendent of Schools will furnish to the Board of Education monthly expenditure statements and budget projections.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by P.A. 13-60, An Act Concerning The Consolidation of Non-educational Services)

Policy adopted:

P 3250
Materials/Services Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Students will be charged for damaged or lost textbooks, library materials and other educational materials. The Principal is authorized to withhold grades, transcripts, diplomas or report cards until payment is received or material is returned.

(Language from Regulation 3250 to include in policy so regulation can be eradicated) : Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

Copies of Records

Any person who applies in writing will receive a plain or certified copy of any public record. A fee not to exceed fifty cents per page will be established, as provided by law.

Legal Reference: Connecticut General Statutes

1 15 Application for copies of public records.

10 221 Boards of education to prescribe rules.

10 228 Free textbooks, supplies, material and equipment.

10 228a Free textbooks, supplies, material and equipment.

10 229 Change of textbooks.

Policy adopted: February 5, 1990
Policy amended: June 14, 2001
Policy revised:

Weston Public Schools Weston, Connecticut

~~In accord with Board of Education policy, no fees, deposits or other charges not specifically authorized by the Board of Education shall be charged students for books, supplementary materials, supplies or use of school equipment as the Board of Education deems necessary to meet the needs of instruction in its schools. However, students will be charged for damaged or lost textbooks, library materials and other educational materials.~~

~~Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.~~

~~Copies of Records~~

~~Any person who applies in writing will receive a plain or certified copy of any public record. (cf. 9330 Board/School District Records) A fee not to exceed $.50 per page, effective July 1, 2001, will be established to be consistent with fees charged by the Town of Weston. As necessary, this policy will be amended to remain consistent with the Town.~~

Legal Reference

~~1-15 Application for copies of public records~~
~~10-221 Boards of Education to prescribe rules~~
~~10-228 Free textbooks, supplies, material and equipment~~
~~10-228a Free textbook loans to pupils attending nonpublic schools~~
~~10-229 Change of textbooks~~

(Language from Regulation 3250 to include in policy so regulation can be eradicated)

~~R 3250 Materials Fees~~

~~In accord with Board of Education policy, no fees, deposits or other charges not specifically authorized by the Board of Education shall be charged students for books, supplementary materials, supplies or use of school equipment as the Board of Education deems necessary to meet the needs of instruction in its schools. However, students will be charged for damaged or lost textbooks, library materials and other educational materials.~~

~~Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.~~

~~Legal Reference~~

~~1-15 Application for copies of public records~~

~~10-221 Boards of education to prescribe rules~~

~~10-228 Free textbooks, supplies, material and equipment~~

~~10-228a Free textbook loans to pupils attending nonpublic schools~~

~~10-229 Change of textbooks~~

~~Regulation approved: February 5, 1990~~

~~**Weston Public Schools Weston, Connecticut**~~

P 3313
Relations with Vendors

General

The Board of Education wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Members of the Board of Education and employees shall avoid any conflict between personal interests and the interests of the school system in dealing with suppliers, contractors, and all organizations or individuals doing, or seeking to do, business with the school system.

Although some suppliers offer gifts to employees at different times which are not intended to influence the school system's procurement practices, the Board of Education requests that vendors not place on their gift lists the names of individuals employed by, or officially connected with, the school system.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~The district shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor if all other considerations are equal.~~

~~The schools shall not solicit funds or materials from vendors. No purchase will be made from an employee of the school district, nor from a member of the immediate household of an employee of the school district.~~

~~No purchase, except for public utilities, will be made from a member of the Board of Education, nor from a member of a Board member's immediate household.~~
~~No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the district.~~

P 3434
Periodic Audit

An audit of all accounts of the school system shall be made annually by an independent public accountant selected by the Town of Weston.

The audit shall include all funds of the school system including appropriated budget funds, all student activity funds and cafeteria funds and accounts, and all other funds under the control or jurisdiction of the Board of Education. The audit shall identify all expenditures by source of funds, and shall contain:

1. A statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut; and

2. A summary of audit exceptions and management recommendations.

It shall be expected that the independent public accountant will hold an "exit interview" with the Superintendent, Business Manager, and, if possible, one Board of Education member with a financial background.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~An audit of all accounts of the school district shall be provided for by the municipality in conjunction with the audit of the municipality's accounts and shall be made annually by an independent public accountant.~~

~~The audit shall include all funds of the district, including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the state of Connecticut and (2) a summary of audit exceptions and management recommendations.~~
~~The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education.~~

~~Legal Reference: Connecticut General Statutes~~

~~7-391 *et seq*. Municipal Auditing Acting (including school districts as "audited agencies")~~
~~7-392 Making of Audits~~
~~10-260a Auditing of state grants for public education~~

Policy adopted: February 5, 1990

Weston Public Schools Weston, Connecticut

P 5118 Non-Resident Students, Tuition Fees

The Weston Board of Education (the “Board”) recognizes the potential benefits to the student body and the community of admitting non-resident students to participate in the educational programs of the Weston Public Schools.

The Board authorizes the Superintendent of Schools or designee to accept non-resident students for admission on a tuition basis, subject to the conditions set forth in administrative regulations. Applications for admission shall be submitted in writing to the Superintendent.

Admission of non-resident students shall be at the discretion of the Superintendent or designee and may be granted when space is available in existing classes or programs, and when such admission will not require the employment of additional staff or the expansion of existing programs.

As a condition of enrollment, the parent(s)/guardian(s) of a non-resident student, or the student if of the age of majority, shall enter into a written agreement with the Board establishing the terms and conditions of attendance. Such agreement shall include, among other provisions, that the student’s right to attend Weston Public Schools may be terminated at the discretion of the Superintendent or designee for violation of school or district policies.

Parent(s)/guardian(s) shall be responsible for providing transportation to and from school unless otherwise permitted under administrative regulations.

Non-resident students shall be charged the tuition rate established by the Board, in addition to any costs for programs and services provided beyond the general education curriculum, as determined by the Superintendent or designee.

Enrollment of non-resident students shall be for a period not to exceed one (1) school year and shall be subject to annual reapplication, review, and approval.

Participation of a non-resident student, including payment of tuition, shall not be construed as establishing residency within the Town of Weston or eligibility for resident status.

Legal References:

Connecticut General Statutes

10-4a Educational interests of state defined.

10 35 Notice of discontinuance of high school service to nonresidents.

10 253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

Policy Adopted: June 15, 2026

Weston Public Schools Weston, Connecticut

R 5118 Non-Resident Attendance and Tuition Fees

General Provisions

The Superintendent of Schools or designee may approve the admission or continued enrollment of non-resident students on a tuition basis, subject to class size, program capacity, and resource availability.

Admission shall be at the sole discretion of the Superintendent.

No additional staff shall be hired to accommodate the enrollment or continued enrollment of non-resident students.

The Superintendent or designee shall determine school placement and class assignment.

Admission of non-resident students shall be for one (1) school year or less.

Students must reapply annually. Continued enrollment shall be contingent upon:

- Compliance with Board of Education policies and school rules;
- Satisfactory attendance and academic progress;
- Appropriate conduct; and
- Continued availability of space and resources.

The Superintendent or designee may terminate a non-resident student's enrollment at any time if such enrollment is determined not to be in the best interest of the student or the school system.

Application for admission and continued enrollment shall be made in writing on forms provided by Weston Public Schools. The Superintendent or designee may require additional information or administrative review, including an interview with school personnel.

No non-resident student shall be permitted to attend school until tuition payment has been received in accordance with this regulation.

Non-resident students shall not be entitled to transportation services.

Non-resident students participating in the Open Choice Program may be admitted in accordance with applicable state law.

Payment of tuition for a non-resident student shall not be construed as establishing residency within the Town of Weston or eligibility for resident status in Weston Public

Schools.

Tuition and Fees

Tuition rates shall be established annually by the Board of Education.

Tuition shall be prorated on a per diem basis for students enrolling after the start of the school year or withdrawing prior to its completion, based on a one-hundred-eighty (180) day school year.

Tuition shall be paid as follows:

- One-half (1/2) of the annual tuition shall be due prior to the first day of attendance;
- One-half (1/2) shall be due on or before January 15.

Non-resident students shall not be permitted to attend school until the initial tuition payment is received and shall not be permitted to continue attendance beyond January 15 unless full payment has been made.

In the event of a voluntary or involuntary withdrawal:

- Tuition paid may be refunded on a prorated basis;
- Any unpaid tuition shall remain the obligation of the parent(s)/guardian(s).

Special Education and Additional Services

Enrollment of a non-resident student shall not obligate the Board of Education to provide special education programs or services beyond those available in the regular education program.

Weston Public Schools shall not serve as the responsible local educational agency (LEA) for non-resident students. The student’s district of residence shall remain responsible for ensuring compliance with all state and federal requirements, including the provision of a free appropriate public education (FAPE).

If special education or additional services are provided, any additional costs for these services shall be invoiced and payable within thirty (30) days, and overpayments shall be refunded.

Children of Certified and Non-Certified Staff

Children of certified and non-certified staff may be admitted upon written request and the Superintendent's approval.

Tuition for such students shall be assessed at twenty-five percent (25%) of the standard non-resident tuition rate.

Payment may be made:

- In accordance with the standard tuition schedule set forth in Tuition and Fees, or
- Installments via payroll deduction: tuition payments will be deducted in twenty (20) equal installments from the employee's paycheck, consistent with the district's payroll deduction schedule. There is no option to pay by check if this installment option is selected.

Children of certified and non-certified staff shall be subject to the same provisions governing special education and additional services as all other non-resident students. In the event such services are required:

- The full cost of special education and/or additional services shall be paid by the parent/guardian in addition to the reduced tuition rate;
- All provisions set forth in the Special Education and Additional Services of this regulation shall apply.

In the event that the certified or non-certified staff member terminates employment with Weston Public Schools, any student of that individual who remains enrolled in the district for the remainder of the school year shall be subject to the full established tuition rate effective as of the date of employment termination.

Legal References:

Conn. Gen. Stat. 10-261, Definitions

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

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

Policy References

5111, Admission/Placement

5111.12, Change of Resident Status

Administrative Regulation References

5111, Admission/Placement

5111.12, Change of Resident Status

5112, Ages of Attendance

Regulation approved: June 17, 1991

Regulation revised: April 9, 2007

Regulation revised: December 16, 2013

Regulation revised: June 15, 2026

WESTON PUBLIC SCHOOLS

SAMPLE AGREEMENT

(Finance will provide the contract directly to the family)

Non-Resident Student Tuition Agreement

This Agreement ("Agreement") is entered into by and between the **Weston Board of Education** ("Board") and the undersigned parent(s)/guardian(s) (or student, if of the age of majority) for the enrollment of the student identified below as a non-resident student in Weston Public Schools, in accordance with Board Policy 5118 and Administrative Regulation 5118.

I. **Student Information**

Student Name: _____

Date of Birth: _____

Grade: _____ School: _____

Parent(s)/Guardian(s): _____

Address (Residence): _____

□ Parent/Guardian is a Weston Public Schools employee

(If checked, complete Section XI – Payroll Deduction Authorization)

II. Term of Agreement

This Agreement shall be effective for the _____ school year only. Enrollment is for one (1) school year or less and is subject to annual review and approval by the Superintendent or designee.

III. Tuition and Payment

1. The parent(s)/guardian(s) agree to pay tuition at the rate established annually by the Board of Education.
2. Tuition shall be paid as follows:
    - One-half (1/2) due prior to the first day of attendance; and one-half (1/2) due on or before January 15.
    - Certified and non-certified staff have the option to pay in installments via payroll deduction: tuition payments will be deducted in twenty (20) equal installments from the employee's paycheck, consistent with the district's payroll deduction schedule. There is no option to pay by check if this installment option is selected.
3. The student shall not be permitted to attend school until the initial payment is received and may not continue attendance beyond January 15 unless full payment has been made.
4. Tuition shall be prorated on a per diem basis for late enrollment or withdrawal. In the event of withdrawal:
    - Tuition paid may be refunded on a prorated basis;
    - Any unpaid tuition remains the obligation of the parent(s)/guardian(s).

IV. Special Education and Additional Services

1. Weston Public Schools shall not serve as the responsible local educational agency (LEA). The student's district of residence remains responsible for providing a free appropriate public education (FAPE).
2. The Board is not obligated to provide special education or additional services beyond the regular education program.
3. If special education or additional services are provided:
    - The parent(s)/guardian(s) agree to pay the full cost of such services in addition to tuition;
    - Additional costs will be invoiced and payable within thirty (30) days;

V. Transportation

The parent(s)/guardian(s) agree to provide transportation to and from school. Non-resident students shall not be entitled to transportation services.

VI. Student Conduct and Compliance

The student shall comply with all Board of Education policies, school rules, and expectations, including those related to attendance, academic performance, and behavior.

VII. Termination of Enrollment

The Superintendent or designee may terminate this Agreement and the student's enrollment at any time if:

- The student violates Board policies or school rules;
- Tuition payments are not made as required; or
- Continued enrollment is not in the student's or the school system's best interest.

VIII. Residency

The parent(s)/guardian(s) acknowledge that:

- The student is not a resident of Weston, Connecticut, and
- Participation in Weston Public Schools, including payment of tuition, does not establish residency or confer resident status.

IX. General Provisions

1. This Agreement is subject to all applicable Board policies and administrative regulations.
2. This Agreement constitutes the entire understanding between the parties.
3. The Board reserves the right to modify terms consistent with policy and regulation.

X. Staff Tuition Rate (If Applicable)

If the parent/guardian is a certified or non-certified employee of Weston Public Schools:

- Tuition shall be assessed at twenty-five percent (25%) of the standard non-resident tuition rate;

- All provisions of this Agreement, including those related to special education and additional services, shall apply.

XI. **Payroll Deduction Authorization (Staff Only)**

I hereby authorize the Weston Board of Education to deduct tuition payments for the above-named student from my payroll.

I understand and agree that:

1. Certified and non-certified staff have the option to pay in installments via payroll deduction: tuition payments will be deducted in equal installments from my paycheck, consistent with the district's payroll schedule, beginning with the first paycheck in September and continuing for a total of 20 pay periods. There is no option to pay by check if this installment option is selected. This installment option must be elected by July 31st. Otherwise, payment must be made in accordance with the standard tuition schedule set forth in Tuition and Fees;
2. Deductions will continue until the full tuition amount is paid in full;
3. If my employment with Weston Public Schools terminates and my child remains enrolled in the district for the remainder of the school year, the tuition shall be subject to the full established tuition rate effective on the date of employment termination.
4. I remain responsible for any unpaid balance not covered through payroll deduction.

Employee Name: _____

Signature: _____ Date: _____

Position: _____

XII. **Signatures**

By signing below, the parties acknowledge that they have read, understand, and agree to the terms of this Agreement.

Parent/Guardian1 Signature: _____ Date: _____

Parent/Guardian2 Signature: _____ Date: _____

Student Signature (if 18 or older): _____ Date: _____

Superintendent/Designee: _____ Date: _____

P 5142.3

Students

Motorized Bicycle and Personal Transportation Device

Purpose

Weston Public Schools is committed to maintaining a safe, secure, and orderly environment for students, employees, families, visitors, and members of the community. The increased use of electric bicycles, electric scooters, and other motorized personal transportation devices presents safety concerns on school campuses, particularly in areas with significant pedestrian, student, school bus, and vehicle traffic. These devices may also present fire and electrical hazards associated with lithium-ion batteries.

The purpose of this policy is to establish clear, reasonable restrictions governing the possession, operation, parking, storage, and charging of motorized bicycles and personal transportation devices on Weston Public Schools property while recognizing that certain lawful devices may be used as a means of transportation by older students, employees, and visitors.

Scope

This policy applies to all property owned, leased, operated, or controlled by the Weston Board of Education, including school buildings, parking lots, roadways, sidewalks, walkways, athletic fields, tracks, playgrounds, courtyards, grassy and landscaped areas, recreational areas, and other District property.

Standard, non-motorized, human-powered bicycles are not prohibited by this policy; however, their operation and parking remain subject to applicable law, school rules, and directions issued by school administration, security personnel, and School Resource Officers.

Covered Devices

For purposes of this policy, motorized bicycles and personal transportation devices include, but are not limited to:

- Electric bicycles (e-bikes), including Class 1, Class 2, and Class 3 electric bicycles;
- Electric scooters and motorized scooters;
- Pedal-assist bicycles;
- Mopeds and motor-driven cycles;
- Mini-motorcycles, electric motorcycles, and similar motorized vehicles;
- Hoverboards, self-balancing boards, motorized skateboards, motorized unicycles, and similar electric mobility devices; and
- Any bicycle, scooter, or similar device that has been modified to increase its motorized speed, power, or performance beyond its original design specifications or statutory classification.

Mobility devices used by an individual with a disability for their intended accessibility purpose are not subject to this policy except as necessary to address an immediate safety hazard.

Student Restrictions

Students under the age of sixteen (16) are prohibited from bringing, operating, riding, or parking an e-bike, e-scooter, moped, motorized scooter, or other motorized personal transportation device on Weston Public Schools property.

Students age sixteen (16) or older may bring a motorized device onto school property only when all of the following conditions are met:

- The device may legally be operated by that student under applicable Connecticut law;
- The student possesses any driver's license, registration, endorsement, insurance, or other authorization required by Connecticut law for that particular type of vehicle or device;
- When operating or riding an electric bicycle, the student is wearing a properly fitted and fastened bicycle helmet that complies with applicable Connecticut law, together with any other protective equipment required by law for the particular device;
- The device is operated only on designated school roadways and parking areas; and
- The device is parked only in an area specifically designated or approved by school administration.

Permission to bring an otherwise lawful device onto school property does not create a right to operate the device elsewhere on campus. School administration may restrict or suspend permission to bring a device onto school property when necessary to address safety, traffic, operational, or facility concerns.

Prohibited Areas and Conduct

Motorized bicycles and personal transportation devices may not be operated on:

- Sidewalks or pedestrian walkways;
- Playgrounds;
- Athletic fields or tracks;
- Grass or landscaped areas;
- Courtyards;
- Areas immediately surrounding school entrances;
- School bus loading or unloading areas;
- Bicycle racks, unless specifically designated by the administration for motorized devices; or
- Any other area designated as restricted by school administration or security personnel.

Reckless operation, excessive speed, weaving through pedestrians or traffic, carrying unauthorized passengers, performing stunts, or operating a device in a manner that creates a risk to students, employees, visitors, property, or school operations is prohibited.

Students must comply immediately with directions from school administrators, School Resource Officers, security personnel, or other authorized school employees concerning the operation, parking, securing, or removal of a device.

Modified, High-Speed, and Misclassified Devices

A device represented, sold, or marketed as an electric bicycle does not necessarily qualify as an electric bicycle under Connecticut law.

Any electric bicycle, scooter, or similar device that has been modified, altered, programmed, equipped, or otherwise configured to exceed the speed, motor-power, or operating limitations applicable to its statutory classification is prohibited on Weston Public Schools property unless it is otherwise legally classified, registered, insured, and operated in accordance with all applicable Connecticut motor vehicle laws and District requirements.

Devices capable of operating in a mode that causes the device to fall outside Connecticut's statutory definition of an electric bicycle may be treated as a motor-driven cycle, motorcycle, or other motor vehicle as provided by Connecticut law.

School administrators, School Resource Officers, or security personnel may prohibit the operation or presence of any such device on school property when there is a reasonable basis to believe that the device does not meet the requirements for lawful operation or presents a safety concern. Nothing in this section limits Weston Public Schools' authority to impose reasonable restrictions on otherwise lawful devices while on District property.

Battery Charging and Storage

Charging of e-bikes, e-scooters, motorized bicycles, motorized personal transportation devices, or their removable batteries, including lithium-ion batteries, is strictly prohibited on all Weston Public Schools property unless specifically authorized by the Superintendent or designee for an approved District operational purpose or as an approved accessibility accommodation.

Students, employees, visitors, contractors, and members of the public may not connect such devices or batteries to any District electrical outlet, charging station, extension cord, power strip, or other electrical source.

Removable batteries from covered devices may not be brought into a school building for the purpose of charging or storage. Covered devices may not be stored inside school buildings unless specifically authorized by school administration for a documented District purpose.

Any battery or device that appears damaged, swollen, leaking, unusually hot, emitting an odor, smoking, or otherwise showing signs of failure shall not be brought into a school building and must be reported immediately to school administration, security personnel, or other appropriate District staff.

Violations and Enforcement

A student who brings or operates a prohibited device, or who operates an otherwise permitted device in violation of this policy, may be directed to discontinue use immediately and remove the device from the prohibited area.

When a student brings or operates a device in violation of this policy:

- The device may be secured by school administration or security personnel in a designated safe location;
- The student's parent or guardian will be notified when appropriate;

- A secured device may be released only to a parent, guardian, or other authorized adult when determined appropriate by school administration; and
- The student may be subject to disciplinary action consistent with Weston Public Schools policies, regulations, the Student Code of Conduct, and the applicable student handbook.

Repeated violations, reckless operation, refusal to comply with staff direction, or conduct that creates a substantial safety risk may result in additional disciplinary consequences. Violations of Connecticut motor vehicle or traffic laws, conduct creating an immediate threat to public safety, or property damage may be referred to the Weston Police Department.

Employees, Visitors, and Other Persons

Employees, visitors, contractors, and members of the public operating a legally permitted motorized vehicle or personal transportation device on school property must comply with Connecticut law and all Weston Public Schools traffic, parking, charging, storage, and safety restrictions.

Such devices are limited to designated roadways and parking areas unless their use is specifically authorized by the District or necessary as an accessibility device.

Exceptions

This policy does not apply to:

- Law enforcement, fire, emergency medical, or other emergency response personnel acting in the performance of their duties;
- Weston Public Schools vehicles or equipment;
- Vehicles or devices specifically authorized by the Superintendent or designee for school operations or an approved school activity; or
- Mobility devices used by individuals with disabilities for accessibility purposes.

School Authority

Nothing in this policy limits the authority of school administrators, School Resource Officers, security personnel, or other authorized District personnel to restrict access to or operation of any vehicle or device when necessary to protect the safety of students, employees, visitors, school operations, or school property.

Weston Public Schools reserves the right to designate additional restricted areas, establish approved parking locations, or prohibit a particular device when its presence or use presents a safety, traffic, facility, or operational concern.

Compliance With Law

This policy is intended to supplement, not replace, applicable Connecticut statutes, regulations, and Town of Weston ordinances governing bicycles, electric bicycles, electric scooters, motor-driven cycles, motorcycles, and other motorized vehicles. Where applicable law imposes a more restrictive requirement, that requirement shall control.

Legal References: Connecticut General Statutes

- C.G.S. § 10-220 — Duties of boards of education, including responsibility for school facilities and the educational environment.
- C.G.S. § 10-221 — Policies, procedures, and rules of boards of education, including student conduct and discipline.
- C.G.S. § 14-1 — Definitions applicable to motor vehicles and transportation devices, including electric bicycles, electric scooters, motorcycles, and motor-driven cycles.
- C.G.S. § 14-286 — Use and operation of bicycles, electric bicycles, electric scooters, motor-driven cycles, and related vehicles.
- C.G.S. § 14-286b — Operating requirements applicable to bicycles, electric bicycles, and electric scooters, including riding behavior and passengers.
- C.G.S. § 14-286d — Protective headgear requirements applicable to children operating bicycles and specified related devices.
- C.G.S. § 14-288 — Lights, reflectors, and braking equipment for bicycles, electric bicycles, and electric scooters.
- C.G.S. § 14-289k — Rights and duties of electric bicycle riders; operating restrictions; Class 3 age restrictions; protective headgear requirements for electric bicycle riders and passengers.
- C.G.S. § 14-289l — Electric bicycle manufacturer requirements; classification and labeling; modification of electric bicycles.
- C.G.S. § 14-289n — Vehicles equipped with electric motors that do not qualify as electric bicycles under Connecticut law.
- Public Act 26-24 — 2026 revisions affecting electric bicycle and motor-driven cycle provisions, including amendments effective October 1, 2026.

Federal Law and Standards

- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794.
- 16 C.F.R. Part 1512 — Federal Consumer Product Safety Commission bicycle requirements, as applicable.

Policy adopted:

Weston Public Schools

Weston, Connecticut

R 5142.3

Students

Motorized Bicycle and Personal Transportation Device

Purpose

These administrative regulations establish implementation and enforcement procedures for the Weston Public Schools Motorized Bicycle and Personal Transportation Device Policy. Building administrators, security personnel, School Resource Officers, and other authorized District staff shall implement these procedures in a reasonable and consistent manner to maintain student safety, facility security, and orderly school operations.

Nothing in these regulations expands or limits the rights, restrictions, or exceptions established by Board policy.

1. Communication and Policy Awareness

At the beginning of each school year and as required thereafter, building administrators shall communicate the requirements of the policy clearly to students, parents/guardians, and staff through one or combination of the following:

- Student handbooks and codes of conduct
- Direct websites, email or District communication notifications to parents/guardians
- Appropriate signage at campus entrances, parking areas, and other locations identified by school administration

2. Enforcement and Campus Access Protocols

School staff and security personnel shall address violations of the policy when observed.

If a student under sixteen (16) years of age attempts to enter school property with a prohibited motorized personal transportation device, the student shall be instructed that the device may not be brought onto school property. When practical, the student shall remain off District property with the device and contact a parent/guardian or make other appropriate arrangements for its removal.

If a student age sixteen (16) or older enters school property with a motorized device, staff may verify compliance with applicable District requirements, including but not limited to:

- Whether the device may legally be operated by the student;
- Whether any license, registration, insurance, endorsement, or other authorization required by law is in place;
- Whether required helmet use and other protective equipment requirements are being followed;
- Whether the device is being operated only on designated roadways or parking areas; and
- Whether the device is parked only in an approved location.

If a device or its operation appears unsafe, unlawful, modified beyond its lawful classification, or otherwise inconsistent with District policy, the student may be directed to discontinue use immediately and remove the device from the restricted area.

School personnel are not required to conduct mechanical inspections, speed testing, wattage testing, or other technical evaluations of a device. Questions regarding classification or legality may be referred to school administration, the School Resource Officer, security personnel, or the Weston Police Department.

3. Securing, Logging, and Retrieval Procedures

When a device is brought onto District property or operated in violation of Board policy, administrators may take the following actions as appropriate:

1. School administrators or security personnel may secure the device in a designated safe location.

2. The administrator or designee should document the incident, including but not limited to the following information:

- Student name and grade level;
- Date, time, and location;
- Device description, including brand, color, and serial number if readily available;
- Nature of the violation;
- Name of the staff member securing the device; and
- Disposition or release of the device.

3. Administration shall notify the student's parent/guardian when appropriate based on the nature of the violation.

4. When a device is secured by the District, school administration may require that it be released only to a parent, guardian, or other authorized adult.

5. Repeated violations, reckless operation, refusal to comply with staff direction, or conduct creating a substantial safety risk may result in a parent/administrator conference and disciplinary action consistent with Board policy, the Student Code of Conduct, and the applicable student handbook.

4. Battery Charging, Storage, Community Use, and Police Coordination

Charging of e-bikes, e-scooters, motorized bicycles, motorized personal transportation devices, or removable batteries is strictly prohibited on Weston Public Schools property except when specifically authorized by the Superintendent or designee for an approved District operational purpose or accessibility accommodation.

Removable batteries may not be brought into school buildings for charging or storage. Covered devices may not be stored inside school buildings unless specifically authorized for a documented District purpose.

Any device or battery that appears damaged, swollen, leaking, unusually hot, smoking, emitting an odor, or otherwise showing signs of failure shall not be brought into a school building and shall be reported immediately to administration, security personnel, or other appropriate District staff.

Employees, visitors, contractors, and members of the public operating lawful devices on school property shall comply with all District restrictions concerning roadways, parking, charging, storage, and safe operation.

Violations involving suspected motor vehicle or traffic law violations, reckless operation creating a significant public safety risk, refusal to comply with lawful direction, or property damage may be referred to the Weston Police Department.

Regulation adopted:

Weston Public Schools

Weston, Connecticut