

Special Darien Board of Education

Policy Committee Meeting

Friday, January 20, 2023

8:30 a.m.

**Darien Public Schools' Administrative Offices
35 Leroy Avenue
Board of Education Meeting Room**

AGENDA

- 1. Election of Committee Chairperson**
- 2. Board of Education Policies: 5130, Attendance, Truancy and Chronic Absenteeism; 5830, Meal Charging (NEW); 6220, Challenges to Instructional Materials; 6630, Individuals with Disabilities Education Act – Alternative Assessment for Students with Disabilities for Statewide and District-Wide Assessments (NEW); 6710, Field Trips; 6810, Reports of Student Progress; 6830, Honor Rolls; 6910, Parent-Teacher Communication; 6920, Weighted Grading and Calculation of Grade Point Averages; 6930, Parental Access to Instructional Material; Review of Policy Audit**
- 3. Public Comment***
- 4. Adjournment**

*** * The Board of Education meeting will be available to the public in person and via Zoom. Wearing of masks is optional and seating is limited by room capacity. Doors open at 8:15 a.m. for the 8:30 a.m. meeting. Those members of the community wishing to participate in public comment may join the meeting via Zoom:**

<https://darienps.zoom.us/j/97815846449>

Those members of the community wishing to view only, should do so through the Darien Youtube link: <https://www.youtube.com/channel/UCUnnvYKBfFrTWQRuoB6OZA>

In order to reduce audio interference, members of the community are requested not to simultaneously view by Youtube while participating on Zoom.

Memorandum

To: Policy Committee

From: David Brown
Marjorie Cion

Date: January 18, 2023

Re: Policy 5130 Revise
Policy 5830 New
Policy 6220 New
Policy 6630 New
Policy 6710 Revise
Policy 6810 Repeal
Policy 6830 Repeal and Replace
Policy 6910 Repeal and Replace
Policy 6920 Repeal and Replace
Policy 6930 Revise
Updated Policy Audit

1. **Policy 5130, Attendance, Truancy and Chronic Absenteeism:** Revisions to this policy and the accompanying administrative regulations reflect guidance from the State Department of Education regarding mental health wellness days. The regulations have been revised in light of section 16 of Public Act No. 22-47, which requires boards of education to update their policies and procedures concerning truant students to include provision of notice to the parent or guardian of a child who is truant. This notice to parents regarding truancy must include information concerning the existence and availability of the 2-1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools. The Act also requires that the policies and procedures concerning truant students, beginning July 1, 2023, require a school mental health specialist to conduct an evaluation of truant students to determine if additional behavioral health interventions are necessary for the well-being of the child.

2. **Policy 5830, Meal Charging (NEW):** State law requires schools to include in any policy or procedure concerning the collection of unpaid charges for school lunches, breakfasts or other meals, certain statutory elements. This policy addresses these requirements.

3. **Policy 6220, Challenges to Instructional Materials:** The administration is proposing this new policy, which provides clear guidelines and timelines for challenges to instructional

materials.

4. Policy 6630, Individuals with Disabilities Education Act – Alternative Assessment for Students with Disabilities for Statewide and District-Wide Assessments (NEW): The Board of Education is legally required to maintain a policy related to alternative assessments.

5. Policy 6710, Field Trips: Revisions to this policy remove language that attempts, in several different paragraphs, to impose certain educational requirements relating to field trips. Since the determination of the appropriate nature of any field trip is an administrative function, that language has been removed. The regulations, which set forth the procedures for the approval of field trips, remain unchanged.

6. Policy 6810, Reports of Student Progress Repeal this policy and include the requirement of reports on student progress in Policy 6910, Parent-Teacher Communication.

7. Policy 6830, Honor Rolls: Repeal this Policy. The District no longer maintains honor rolls. The decision to do so is an administrative function.

8. Policy 6910, Parent-Teacher Communication: Repeal the Board's current policy and replace it with Shipman and Goodwin's model policy, which contains new legal requirements related to parent-teacher conferences. The requirement of the issuance of student progress reports is now included in this policy.

9. Policy 6920, Weighted Grading and Calculation of Grade Point Averages: Repeal the Board's current policy and replace it with Shipman and Goodwin's Model Policy. Changes to Connecticut law require that Boards of Education must have a policy concerning the manner in which students' grade point averages are calculated and whether the averages are weighted or unweighted. The policy must include the criteria used in calculating the average. Last year, Connecticut passed legislation directing the Board of Regents for Higher Education ("BOR") to establish the Connecticut Automatic Admissions Program ("CAAP") to permit eligible Connecticut high school students to be admitted automatically to Connecticut's state universities (other than the University of Connecticut) and other Connecticut post-secondary institutions of higher education that choose to participate. Under the CAAP, public high schools must calculate high school seniors' grade point averages according to the standardized method established by the BOR ("CAAP GPA") and determine their corresponding class rank percentile ("CAAP percentile rank"). In addition, schools must identify the participating universities to which students are eligible for automatic admission, and send students who qualify for automatic admission letters confirming their eligibility. Importantly, under the new law, schools may continue to use their existing GPA formulas for all other purposes. Shipman and Goodwin has revised their model policy to (1) identify the Board's obligation to calculate and notify students of their CAAP GPA and CAAP percentile rank for purposes of the CAAP and (2) allow Boards to continue to identify how GPA will be calculated for all other purposes.

10. Policy 6930, Parental Access to Instructional Material: Revisions to this policy clarify that either a parent or guardian may request access to instructional materials. Legal references have also been updated.

We have also included, in this packet, an update on the Policy Audit. The Audit document has been updated to add a “Status” column that indicates whether the Policy has been reviewed and what action, if any, has been taken. The 1000 and 2000 Series are complete. The majority of the policies in the 5000 and 6000 series have been reviewed and the necessary action has been taken. The outstanding policies in those series require review by multiple administrators and the District and further consultation with Shipman and Goodwin to ensure that the policies conform to District practice. The administration is suggesting that we move to a review of the 3000 Series, Business and the 4000 Series, Personnel next. There are some important issues in Series 4000 that we should address. Revisions to policies in the 3000 series are mostly technical or required by law. Shipman and Goodwin continues to provide districts with updates to its model policies. We update the Policy Audit document to reflect those changes.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

Series 5000: STUDENTS
Policy 5130

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act No. ~~21-46~~22-47

~~June Special Session, Public Act No. 21-2~~

~~Public Act No. 21-199~~

Connecticut General Statutes § 10-198f

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

Connecticut State Department of Education Memorandum, Mental Health Wellness Days (January 24, 2022)

ADOPTED BY THE BOARD OF EDUCATION: March 28, 2017

REVISED: June 12, 2018

REVISED: May 24, 2022

**ADMINISTRATIVE REGULATIONS REGARDING
ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**

I. Attendance and Truancy

A. Definitions for Section I

1. “Absence” - any day during which a student is not considered “in attendance” at the student’s assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. “Disciplinary absence” - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. “Educational evaluation” - for purposes of this policy, an educational evaluation is an assessment of a student’s educational development, which, based upon the student’s presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. “Excused absence” - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student’s return to school, or if the student has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student’s tenth (10th) absence is considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - b. For the student’s tenth (10th) absence and all absences thereafter, a student’s absences from school are, with

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appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

- i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five (5) to eighteen (18), inclusive, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to the student's return to school.
- "Excused Absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning."

5. "In Attendance" - Any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.
6. "Mental health wellness day" - a school day during which a student attends to such student's emotional and psychological well-being in lieu of attending school.
7. "Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning modal as may be authorized by the Darien Board of Education (the "Board") in accordance with applicable law.
8. "Student" - a student enrolled in the Darien Public Schools.
9. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
10. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

"Unexcused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning."

The determination of whether an absence is excused will be made by the building principal or designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or designee, whose decision shall be final.

B. Mental Health Wellness Days

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. . Mental health wellness days shall be excused when permission by the student's parent/guardian is documented by the student's school, regardless of the number of absences a student has accrued in the school year. Mental health wellness days will not be

included in reporting or referrals related to truancy. Mental health wellness day will count as an “absence” for determining chronic absenteeism, as defined in Section II of this policy.

C. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student’s return to school. Consecutive days of absence are considered one incidence of absence. (For example, if a student is absent for eight (8) consecutive days of school due to illness, only one signed doctor’s note will be required to document those eight days. However, the student would be charged with eight days of absences.)
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student’s parent/guardian, a signed note from a school official that spoke with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student’s tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - ii. a signed note from school nurse who has spoken with the student’s medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - i. a police summons;
 - ii. a subpoena;

- iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. any other official, written documentation of the legal requirement to appear in court.
- d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
- 4. Text messages shall not serve to satisfy the requirement of written documentation.
 - 5. The District reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
 - 6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at the principal's own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

D. Extraordinary Educational Opportunities

- 1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available to the student;

- c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
- 2. Family vacations do not qualify as extraordinary educational opportunities.
- 3. No student enrolled in the Darien Public Schools can be enrolled in another public or private school or program during Darien school hours. Such dual enrollment will not be considered an extraordinary educational opportunity.
- 4. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - d. include additional documentation, where available, about the opportunity.
- 5. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;

- e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
- 6. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
- 7. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
- 8. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

E. Truancy Exceptions:

- 1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
- 2. Until June 30, 2023, a student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
- 3. Beginning July 1, 2023, a student who is eighteen (18) years of age or older may withdraw from school. Such student shall personally appear in person at the school District office and sign a withdrawal form. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided such student with information on the educational options available in the school system and community

4. Beginning July 1, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such child withdraws such child from school and enrolls such child in an adult education program pursuant to Conn. Gen. Stat. § 10-69. Such parent or person shall personally appear at the school District office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that the District has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.
5. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

F. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section E.2 or 4, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section E.2 or 4, above) seeks readmission within ten (10) school days the student's withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

G. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless the student receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours

on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered “in attendance.”

3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being “in attendance” for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

H. Procedures for students in grades K-8*

1. Notification

- a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Darien Public Schools.
- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal or designee shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent. Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the

Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

I. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant, the building principal or designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

- b. When a student is truant, the Superintendent or designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

- c. When a student is truant, the Superintendent or designee shall provide notice to the student's parent or guardian of the information concerning the existence and availability of the 2-1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools described in Conn. Gen. Stat. § 17a-22r.

- d. Beginning July 1, 2023, when a student is truant, an appropriate school mental health specialist, as determined by the District, shall conduct an evaluation of the student to determine if additional behavioral health interventions are necessary for the well-being of the child. "School mental health specialist" means any person employed by the District to provide mental health services to students, including but not limited to a school social worker, school psychologist, trauma

specialist, behavior technician, board certified behavior analyst, school counselor, licensed professional counselor or licensed marriage and family therapist.

ee. If the Commissioner of Education determines that any school under the jurisdiction of the Board has a disproportionately high rate of truancy, the District shall implement in that school a truancy intervention model identified by the Department of Education pursuant to Conn. Gen Stat. Section 10-198e.

ef. d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

eg. When the documented implementation of the procedures specified in in subsections (a) through (d) above does not result in improved outcomes despite collaboration with the parent/guardian, the Superintendent or designee may, with written parental consent, refer a student who is truant to a Youth Service Bureau.

J. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. Chronic Absenteeism

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Darien Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;

2. “Absence” - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;
3. “District chronic absenteeism rate” - the total number of chronically absent children under the jurisdiction of the Darien Board of Education in the previous school year divided by the total number of students under the jurisdiction of the Board of Education for such school year; and
4. “School chronic absenteeism rate” - the total number of chronically absent students for a school in the previous school year divided by the total number of students enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Board has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Board has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.9, and chronically absent students and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent students, discussing school interventions and community referrals for such truants and chronically absent students and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Darien Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

IV. Evolving State Department of Education and State Board of Education

The Board will comply with any and all guidance issued by the State Department of Education and/or the State Board of Education regarding attendance requirements, including during periods of remote learning.

Legal References:

~~Public Act No. 21-46~~

~~June Special Session, public act No.21-2~~

Public act No. ~~21-199~~22-47

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

[Connecticut General Statutes § 10-198f](#)

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

[Connecticut State Department of Education Memorandum, *Mental Health Wellness Days* \(January 24, 2022\)](#)

APPROVED BY THE BOARD OF EDUCATION: March 28, 2017

REVISED: June 12, 2018

REVISED: November 10, 2020

REVISED: May 24, 2022

REVISED:

DRAFT

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 5000
Students

POLICY 5830

MEAL CHARGING POLICY

The Darien Board of Education (the “Board”) recognizes the importance of providing nutritious food to students in the Darien Public Schools (the “District”).

Charging Meals

The District uses an automated prepayment system for student meal accounts. Students whose accounts have insufficient funds, and who do not bring a meal or other funds to school to pay for meals, may charge meals to their meal accounts. Students will be informed of their right to purchase a meal, which excludes a la carte items, for any school breakfast, lunch or other meal offered by the District, even if the student’s account has insufficient funds.

The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student;
- Designating a specific meal option for the student; or
- Otherwise taking any disciplinary action against the student.

Collection of Unpaid Meal Charges

The District’s efforts to recover from households, money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections.

For purposes of this policy, “delinquent debt” means unpaid meal charges.

The District will contact the parents/guardians of students who charge meals to their meal accounts in order for the District to collect the delinquent debt. The first such communication will be a written communication, by mail or e-mail, after a negative balance of \$20 has been charged. Subsequent written and verbal communications with parents/guardians concerning delinquent debt will be made by the building administrator or designee, as may be necessary and appropriate. All communications regarding unpaid meal charges shall be made directly and discreetly to parents/guardians. Written communications with parents/guardians regarding collection of a student’s unpaid meal charges shall include an application for free or reduced price meals, information on local food pantries and the Connecticut Department of Social Services’ supplemental nutrition assistance program, and a link to the District’s or Town’s website that lists any community services available to Town residents.

In the event a student's unpaid meal charges are equal to or more than the cost of thirty (30) meals, the parents/guardians of such student will be referred to the District's homeless education liaison.

The Board shall comply with applicable federal and state laws and other federal or state requirements concerning the collection of unpaid meal charges. The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

The District shall provide this policy to the Connecticut State Department of Education during Administrative Reviews.

The Superintendent or designee may, if necessary and appropriate, develop administrative regulations in furtherance of this policy.

Legal References:

State law:

Connecticut General Statutes

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

State of Connecticut, Department of Education, School Health, Nutrition and Family Services Operational Memorandum No. 11-22, "Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools," June 15, 2022.

State of Connecticut, Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016.

Federal law:

7 C.F.R. Part 210 National School Lunch Program.

7 C.F.R. Part 220 School Breakfast Program.

7 C.F.R. Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 46-2016, “Unpaid Meal Charges: Local Meal Charge Policy,” July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 47-2016, “Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments,” July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 57-2016, “Unpaid Meal Charges: Guidance and Q&A,” Sept. 16, 2016.

APPROVED: _____

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 6000

Policy 6220

Challenges to Instructional Materials

The Darien Board of Education (the “Board”) believes that students should have access to a wide range of instructional materials at varying levels of difficulty that represent different points of view. Despite the care taken to select worthwhile materials and the qualifications of teachers selecting and recommending materials, occasional objections maybe made. Any resident of the Town of Darien or employee of the Board may raise such an objection. The Superintendent shall establish a procedure for reconsideration of the challenged materials.

ADOPTED:

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 6000
Instruction

Policy 6220

Procedure for Challenges to Instructional Materials

The following procedure will govern any challenge to instructional materials:

1. The complainant will identify him/herself and the specific nature of the complaint. The complainant must be either a resident of the Town of Darien or an employee of the Darien Board of Education.
2. The complainant will first speak with the educator(s) involved, seeking resolution of the issue.
3. Failing satisfactory resolution of the issue with the educator, the complainant will meet with the building principal or designee.
4. Failing satisfactory resolution of the issue at the building level, the complainant will file a formal written complaint with the Superintendent on the form attached to this Policy as Appendix A.
5. The Superintendent will notify the Chairperson of the Board of Education (the "Board") of the receipt of the complaint and appoint the Assistant Superintendent for Curriculum and Instruction as the Chairperson of the Superintendent's Review Committee (SRC), which will conduct a review of the challenged materials.

The committee will consist of:

- a. the Assistant Superintendent for Curriculum and Instruction (the "Chairperson");
 - b. the President of the Darien Education Association (the "DEA") or designee;
 - c. the President of the Darien Administrators' Association (the "DAA") or designee;
 - d. no more than three teachers, representing level and department or specialization germane to the complaint, who will all be appointed jointly by the Superintendent and the president of the DEA. If good faith efforts by the Superintendent and the president of the DEA to agree on these appointments shall fail after a reasonable period of time, the Superintendent shall make these appointments to the committee;
 - e. three parents of current students in the Darien Public Schools, to be appointed by the Superintendent.
5. The Chairperson will schedule a hearing of the SRC with the parties to the complaint no later than 30 calendar days after receipt of the written complaint. Both the educators involved in the selection of the challenged materials and the Complainant will be given an opportunity to be heard and to be questioned by members of the SRC
 6. The SRC will render an evaluative judgment and recommendation, in writing, to the Superintendent no later than 10 calendar days after the completion of the hearing.
 7. Within ten calendar days of receipt of the SRC's recommendation, the Superintendent will render a disposition, in writing, to the Complainant, the members of the SRC and the Board.
 8. Access to the challenged materials shall not be restricted during the challenge process. Challenged materials, once judged appropriate, shall be reviewed, if challenged again, only if the Superintendent determines that circumstances so warrant.

ADOPTED:

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 6000
Instruction

Policy 6220

APPENDIX A

Request for Reconsideration of Instructional Materials

1. Name: _____
2. Address: _____
3. Are you an employee of the Darien Public Schools? _____
4. Do you have a child in the school where the material is being challenged? _____
4. Title of the Instructional Material being challenged: _____
5. Type of material being challenged (book, film, pamphlet): _____
6. Author of Material (if known) _____
7. Please describe your objection to the material. Please be specific. Cite words, pages and the nature of the content:
- _____
- _____
- _____
- _____
- _____
8. Describe the nature of your objection to the material:
- _____
- _____
- _____
- _____
9. Are you requesting that this material be removed from the schools? If not, please describe the remedy that you are seeking.
- _____
- _____
- _____

Signature of Complainant

Date

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 6000
Instruction

Policy 6630

INDIVIDUALS WITH DISABILITIES EDUCATION ACT - ALTERNATIVE ASSESSMENTS FOR STUDENTS WITH DISABILITIES FOR STATEWIDE AND DISTRICT-WIDE ASSESSMENTS

The Darien Board of Education will, in all respects, comply with the requirements of state and federal law with regard to the special education of students with disabilities. Decisions about whether a student with a disability eligible for special education and related services under the Individuals with Disabilities Education Act shall participate in alternative assessment(s) to particular statewide or district-wide assessments shall be made by each student's planning and placement team in accordance with applicable state and federal law.

Legal References:

Conn. Gen. Stat. § 10-14q

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 *et seq.*

34 C.F.R. § 300.320 *et seq.*

Connecticut Alternate Assessment (CTAA) Test Administration Manual, English Language Arts and Mathematics (Dec. 9, 2019), *available at* <https://ct.portal.cambiumast.com/core/fileparse.php/51/urlt/CTAA-Test-Administration-Manual-TAM.pdf>.

CTAA and Alternate Science Learner Characteristics Inventory (LCI), *available at* <https://portal.ct.gov/-/media/SDE/Student-Assessment/Special-Populations/LCI.pdf?la=en>.

ADOPTED: October 11, 2022

**Darien Public Schools
Darien, Connecticut**

POLICY

Series 6700

Community Instructional Resources

Policy 6710

Field Trips

~~The The Darien Board of Education (*the"Board") considers valuable encourages and sanctions student field trips that are of value in helping achieve each student's educational objectives. made for educational or cultural purposes. Such trips shall be planned and supervised by school staff and approved first by the principal or his/her designee and then by the Assistant Superintendent, according to administrative procedures.~~

~~The school district may sponsor field trips that enhance the instructional program. Such trips should support and contribute to student learning.~~

~~The school district may sponsor field trips that provide educational or cultural opportunities related to instructional programs or approved co-curricular activities.~~

~~No student in grades K-8 may participate in more than four field trips per year except where a specific exemption is made by the building principal. Student trips between district schools, and trips by athletes, musicians and co-curricular activity participants to events in which they perform are not counted as part of the four trip limit placed on K-8 students.~~

~~All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board.~~

~~All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy 5620) and any administrative regulations implementing such Board Policy.~~

~~The Superintendent of Schools shall develop administrative procedures to ensure that all field trips serve important educational objectives related to the school system's program goals and that all field trips are carried out with proper pre-planning so that they are conducted in a safe and orderly fashion. implement this policy.~~

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such

~~fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities and any administrative regulations implementing such Board Policy.~~

The ~~Board of Education~~ will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and ~~the~~ any accompanying regulations.

APPROVED: November 10, 2009

REVISED:

DRAFT

**Darien Public Schools
Darien, Connecticut**

POLICY

Series 6700

Community Instructional Resources

Policy 6710

Administrative Regulations/Procedures

Field Trips

Regional Trips (day trips within a 125 mile radius) must be approved first by the principal, then by the Assistant Superintendent, according to regulations. All school regulations, as set forth in the student handbook, and all Board of Education policies and procedures apply to students on field trips. A minimum of 15 school days in advance, the initiator (teacher or administrator in charge) must provide the Principal with a description of the destination and an explanation of the educational or co-curricular purpose of the trip, as well as the details of the trip that include basic cost, additional costs, mode of transportation, chaperones, substitute coverage required, a list of students, and other pertinent details requested by the Principal. Applicable safety precautions and training must be demonstrated to the Principal's satisfaction. The Principal then forwards the application to the Assistant Superintendent for approval, a minimum of 10 school days prior to the date of the trip.

Extended trips (trips beyond 125 mile radius but less than 500 miles) must be approved by the Principal in consultation with the Superintendent or his/her designee. The Principal must supply the Superintendent, a minimum of 15 school days in advance, with the details requested in the "planning requirements" listed below. In rendering a decision on approval, the Principal and Superintendent shall consider the timing of the trip and the impact on instructional time. Final approval depends upon the trip initiator (teacher or administrator in charge) having demonstrated, in writing, appropriate detailed planning. All rules and planning requirements for regional trips (above) will apply to extended trips, including all school and Board of Education policies, regulations, and rules.

Special Trips (overnight and beyond 500 miles, including trips outside the continental United States). Approval of the concept by the Superintendent is required before exploratory talks can begin. Initiators shall consult their Principal before any serious discussion or planning takes place. It also is essential to conduct pre-planning of the full budget impact, so timing is important, often a year in advance. If the Superintendent gives the Principal permission to explore the potential for a trip, the Principal or initiator (teacher or administrator in charge) may then make the inquiries necessary to organize a trip. A minimum of sixty days in advance and no later than October 15th, the trip initiator must submit a detailed request (as specified in the "planning requirements" below) to the Superintendent for the purpose of obtaining the

recommendation of the Superintendent to go to the Board for approval. All such trips must be approved by the Board of Education.

Formal announcement of special trips can be made only after Board approval has been obtained. All rules and regulations covering regional trips and extended trips (see above) apply to special trips. In addition, the behavioral rules covering participating students are to be communicated, in writing, to any host families involved in the trip.

Planning Requirements: All field trips require a written application for field trip approval that must be submitted to the school Principal then to the Assistant Superintendent, according to administrative procedures. For Regional Trips, the building Principal shall designate the requirements for requests, except as specified under "Regional Trips," above. In the case of Extended Trips and Special Trips (defined above) the request must be submitted at least 60 days in advance of the departure date and must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a) Names of the Darien Public School staff initiating the proposal and responsible for the trip.
- b) Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.
- c) A description of the rationale for the trip, with special emphasis on the educational value of the experience.
- d) An outline of the pre-trip and post-trip activities which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate, as well as the ratio of students to chaperones.
- e) The exact modes and times of travel, as well as the exact housing arrangements.
- f) Detailed daily time schedules of the agenda of activities.
- g) Precise overall financial information with a break down by categories of expenses.
- h) Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
- i) Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
- j) Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
- k) The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

Additional Requirements: The following information explains additional specifications or requirements which must be followed for all field trips:

- a) All chaperones (Darien Public Schools' employees and non-employees) including parents, must be approved by the Administration and provided with an orientation to the rules of the Board of Education and school.
- b) Any non-Darien students (or graduates) participating in the trip must be approved by the Administration. Priority for participation in school-sponsored trips will be given to currently enrolled Darien students.
- c) All behavioral rules and regulations (above) as well as trip logistics must be communicated in writing to all participating students and their parents as an integral part of the planning of the trip.
- d) Students are considered to be under the supervision of chaperones or a host family (if applicable) at all times.
- e) A permission form signed by the parent or guardian must be provided for every student participating in a field trip.
- f) Written verification must be provided, signed by the parent or guardian of every student participating in a trip, stating that the parent is willing to abide by the "School Trip Cancellation Policy" of the Darien Public Schools. A sample of the form is an addendum to these administrative procedures.

Non-School-sponsored trips (planned by school personnel or by others for whom school personnel are acting as agents). Trips that are incidentally related to the school because the initiator or leader is an employee of the Board must obtain permission of the Superintendent of Schools to advertise in the schools. Permission to advertise does not bind the school or the Board to the trip or to its organizers. It must be clearly understood and expressly stated in any related material (1) that there is no legal or educational connection between trip sponsors, their representatives, and the Board and its administrative agents, (2) that the Board is not the sponsor and is otherwise not responsible in any way for the trip, and (3) the name of the person and/or organization that is responsible for the trip. These trips shall not occur on school time.

If in doubt about the policy, regulations, or procedural matters, consult the Principal.

APPROVED: November 10, 2009

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

TO: All Students Participating in Field Trips
FROM: Darien Public Schools' Administration and Staff
RE: School Trip Cancellation Policy

As we begin the extensive planning for our exciting travel, it is important to understand that the safety of our students and staff is always our primary concern in any decisions that are made regarding the approval of school sanctioned trips.

The Darien Board of Education, Administration and staff reserve the right to cancel or alter _____ any time before or during the trip and are not liable for any deposits or payments that may be lost resulting from such a decision. This cancellation or alteration may be due to any unforeseen events that in our judgment jeopardize the safety and well being of our students and staff.

Please sign and return this form to your teacher. Your signature confirms that you have read the above statement and that you understand (1) that your choice to have your student participate in this field trip is voluntary, (2) that you will bear the financial risk that any such trip may be cancelled by the Darien Public Schools, and (3) that the Darien Public Schools are not responsible for any deposits or payments that may be lost resulting from such a decision. If you have any questions, please contact _____.

Thank you.

Parent Name _____

Parent Signature _____

Student Name _____

Student Signature _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 6800
Academic Achievement**

Policy 6810

Reports of Student Progress

Teachers shall issue reports of student progress to promote a process of evaluation of student performance; to inform students, their parents and their counselors of their progress; and to provide a basis for bringing about change in student performance, if such change seems necessary.

APPROVED: November 10, 2009

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 6800
Academic Achievement**

Policy 6830

Honor Rolls

The Board encourages the use of honor rolls at appropriate grade levels as a recognition of academic achievement.

Students shall be placed on honor rolls in accordance with standards set by the Superintendent and approved by the Board.

See Also:

5410, Students (Awards and Scholarships)

APPROVED: November 10, 2009

**Darien Public Schools
Darien, Connecticut**

POLICY

Series 6900

Miscellaneous Instructional Policies

Policy 6910

Parent-Teacher Communication

The Board of Education believes that parents should be knowledgeable about the education that the school district provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board of Education to encourage parent-teacher communication. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement, in the strategic school profile he or she submits annually to the Board of Education and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

Legal Reference:

Connecticut General Statutes:

§ 10-220(c) Duties of Boards of Education

§ 10-221(f) Boards of Education to prescribe rules, policies and procedures

APPROVED: November 10, 2009

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 6000
Instruction

Policy 6910

PARENT-TEACHER COMMUNICATION

The Darien Board of Education (the “Board”) believes that parents should be knowledgeable about the education that the Darien Public Schools (the “District”) provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board to encourage parent-teacher communication. The Superintendent or designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile that is submitted annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

The procedures developed in furtherance of this policy may include monthly newsletters, required regular contact with all parents, drop-in hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children’s assignments and students to receive assistance if needed. The procedures shall also include standards for the issuance by teachers of reports of student progress.

Such procedures shall require the District to conduct two flexible parent-teacher conferences for each school year. In addition, the procedures shall require the District to:

- A. offer parents the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform,
- B. conduct one parent-teacher conference, in addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, “remote learning” means instruction by means of one or more Internet-based software platforms as part of a remote learning model), and
- C. request from each student’s parent the name and contact information of an emergency contact person who may be contacted if the student’s parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

The procedures must also require a teacher conducting a parent-teacher conference

that is required in section (B) above to provide a copy of the document, to be developed by the Department of Education, to provide information concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, to the parent prior to the parent-teacher conference. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in section (B) above, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.

Legal reference:

Connecticut General Statutes:

§ 10-220(c) Duties of Boards of Education

§ 10-221(g) Boards of Education to prescribe rules, policies and procedures

ADOPTED: November 10, 2009

REVISED: _____

9/9/2022

DARIEN PUBLIC SCHOOLS

Darien, CT

ADMINISTRATIVE REGULATIONS REGARDING PARENT-TEACHER COMMUNICATION

[The following administrative procedures are not part of the Parent-Teacher Communication policy. However, because school districts are required by law to have procedures related to parent-teacher communication, this model is included for your convenience.]

[_____] Public Schools Procedures Regarding Parent-Teacher Communication

The _____ Board of Education (the “Board”) believes that parents should be knowledgeable about the education that the _____ Public Schools (the “District”) provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. In accordance with the Board’s Parent-Teacher Communication policy, the administration has adopted the following procedures:

1. *[The District should customize, in this section, its requirements for parent-teacher communication, which procedures may include, but are not limited to, monthly newsletters, required regular contact with all parents, drop-in hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children’s assignments and students to receive assistance if needed.]*
2. The District shall conduct two flexible parent-teacher conferences for each school year. Parents shall have the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform.
3. In addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, the District shall conduct one parent-teacher conference, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning. For purposes of these Administrative Regulations, and in accordance with applicable law, “remote learning” means instruction by means of one or more Internet-based software platforms as part of a remote learning model.
 - a. The District shall request from each student’s parent the name and contact information of an emergency contact person who may be contacted if the

student's parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

- b. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in this Section 3, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.
- c. Upon development by the Department of Education of a document concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, a teacher conducting a parent-teacher conference that is required in this Section 3 must provide a copy of such document to the parent prior to the parent-teacher conference.

9/9/2022

**Darien Public Schools
Darien, Connecticut**

POLICY

Series 6900

Miscellaneous Instructional Policies

Policy 6920

Weighted Grading for Honors Classes

The Board of Education believes that, due to the rigorous nature of honors and/or advanced placement classes, grades earned in such classes deserve additional weight for the purposes of calculating grade point average and determining class rank. Therefore, it is the policy of the Board of Education to grant grades earned in such courses additional weight for the aforementioned purposes. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

Legal Reference:

Connecticut General Statutes § 10-220g

APPROVED: November 10, 2009

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 6000
Instruction

Policy 6920

WEIGHTED GRADING AND CALCULATION OF GRADE POINT AVERAGES

The Darien Board of Education (the “Board”) recognizes the importance of parents and students understanding the manner in which grade point averages are calculated within the Darien Public Schools (the “District”). In accordance with Connecticut law, this policy shall explain the manner in which grade point averages are calculated within the District.

I. Calculation of Grade Point Average and Class Rank Percentile for Purposes of the Connecticut Automatic Admissions Program

The Board understands its obligation under state law to identify students in the District who are eligible for the Connecticut Automatic Admissions Program (“CAAP”).

In accordance with state law, for each student who completes eleventh grade, the District will: (1) calculate a grade point average using the standardized method established by the Board of Regents for Higher Education (“BOR”) for purposes of the CAAP (“CAAP GPA”), and (2) determine whether such student’s class rank percentile is above or below the minimum established by the BOR. The District shall share a student’s CAAP GPA and whether the student is above or below the minimum class rank percentile for the CAAP with the student, the student’s parent or guardian, the Connecticut State Department of Education (“CSDE”), and, upon request, a participating institution for purposes of applying to such institution under the CAAP.

The District shall notify each student enrolled in the student’s final year of high school, and the parent or guardian of such student, whether the student may be admitted to at least one participating institution under the CAAP based on the academic threshold established by such institution.

The District shall calculate each student’s CAAP GPA, identify institutions to which students are eligible for automatic admission under the CAAP, and generate student letters in accordance with guidance issued by the CSDE, as such guidance may be amended from time to time.

II. Calculation of Grade Point Averages For All Other Purposes

The Darien Board of Education (the “Board”) understands the importance of parents and students understanding the manner in which grade point averages are calculated within the Darien Public Schools (the “District”). In accordance with

Connecticut law, this policy shall explain the manner in which grade point averages are calculated within the District.

The Board believes that, due to the rigorous nature of honors and/or advanced placement classes, grades earned in such classes deserve additional weight for the purposes of calculating grade point average and determining class rank. Therefore, it is the policy of the Board to grant grades earned in such courses additional weight for the aforementioned purposes.

Calculating Grade Point Average

For all purposes other than qualifying students for the CAAP, a student's grade point average shall be calculated in the following manner:

Letter Grade	Numerical Equivalent Grade	Grade Point Equivalent by Course Level	
		300	400
A	93 through 100	4.0	4.5
A-	90 through 92	3.7	4.2
B+	87 through 89	3.3	3.8
B	83 through 86	3.0	3.5
B-	80 through 82	2.7	3.2
C+	77 through 79	2.3	2.8
C	73 through 76	2.0	2.5
C-	70 through 72	1.7	2.2
D+	67 through 69	1.3	1.8
D	63 through 66	1.0	1.5
D-	60 through 62	.7	1.2
F <i>Academic Failure</i>	Below 60	.0	.0
P <i>Pass</i>	60 through 100	Not Applicable	Not Applicable
NC <i>No Credit</i>	Below 60	Not Applicable	Not Applicable

I <i>Incomplete</i>	Incomplete	A Temporary Grade	A Temporary Grade
W <i>Withdrawal</i>	Not Applicable	Not Applicable	Not Applicable

The Grade Point Average (GPA) is computed at the end of each semester and is cumulative. Physical Education courses are not included in the GPA. Summer enrichment and after school enrichment courses are not included in the GPA.

:

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy, if necessary.

Legal Reference:

Connecticut General Statutes § 10-220g

Connecticut General Statutes § 10a-11h

Connecticut General Statutes § 10a-220q

Connecticut State Department of Education, *Information and Resources to Support Connecticut School for the Connecticut Automatic Admissions Program* (CAAP), available at <https://portal.ct.gov/SDE/Performance/Information-and-Resources-to-Support-Connecticut-Schools-for-CT-Automatic-Admissions-Program>

ADOPTED: November 10, 2009

Darien Public Schools
Darien, Connecticut

POLICY

Series 6900

~~Miscellaneous Instructional Policies~~Instruction

Policy 6930

Parental Access to Instructional Material

In accordance with federal law and Board policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student.

"Instructional Material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a ~~parental~~ request from a parent or guardian is received.

Legal Reference:

Federal Law:

Elementary and Secondary Education Act of 1965,

20 U.S.C. § 1232h, as amended by the Every Student Succeeds Act, Pub. L. 114-95

~~as amended by the No Child Left Behind Act of 2001, Public Law 107-110, § 1061, codified at 20 U.S.C. § 1232h.~~

APPROVED: November 10, 2009

REVISED:

POLICY AUDIT
Darien Public Schools

Policy Number	Policy Title	Proposed Revision	Last Revision	Type of Revision	Status
Series 1000 – Community/Board Operations					
1025	Automatic External Defibrillators	Yes	2015	Content Change	DONE
1050	Possession of Deadly Weapons or Firearms	Yes	2015	Technical	DONE
1075	Green Cleaning Programs	Yes	2021	Technical	DONE
1100	Pesticide Application on School Property	No	2015		DONE
1125	Pool Safety Plan	Yes	2015	Technical	DONE
1150	Sexual Offenders	Yes	2015	Technical	DONE
1175	Prohibition Against Smoking	Yes	2015	Content	DONE
1200	Use of School Facilities	No	2021		DONE
1225	Visitors	No	2021		DONE
1250	School Volunteers, Student Interns and Other Non-Employees	No	2021		DONE
1275	Freedom of Information and Freedom of Information Request Log	Yes	2017	Clarification	DONE
1300	Non Discrimination (Community)	Yes	2018	Content	DONE
1310	Security and Safety Plan	YES	NEW		DONE
Series 200 - Administration					
2100	Goals of Administrative Body	TBD	2008	No Model Policy	REPEALED
2210	Duties of the Superintendent of Schools	TBD	2008	No Model Policy	REPEALED
2220	Recruitment and Appointment of the Superintendent of Schools	TBD	2008	No Model Policy	REPEALED

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2230	Superintendent's Contract	TBD	2008	No Model Policy	REPEALED
2240	Superintendent of Schools- Opportunities for Development	TBD	2008	No Model Policy	REPEALED
2250	Superintendent of Schools - Evaluation	TBD	2008	No Model Policy	DONE
2260	Unavailability of the Superintendent	TBD	2008	No Model Policy	DONE
2310	Administrative Team	TBD	2008	No Model Policy	DONE
2410	Dissemination and Implementation of Policies and Administrative Regulations	TBD	2008	No Model Policy	REPEALED
2420	Uniform Treatment of Recruiters	YES	2008	Technical	DONE
2610	Annual Report of the School District	TBD	2008	No Model Policy	REPEALED
2700	Policy Regarding Retention of Electronic Records and Information	YES	2021	Current	For Future Agenda
2800	Hold on Destruction of Records (Litigation)	NO	2021	Current	No Action Needed
SERIES 3000 - BUSINESS					
3025	Individuals with Disabilities Education Act Fiscal Compliance	YES	2014	Technical	For Future Agenda
3050	Board Budget procedures and Line Item Transfers	NO	2019	Current	For Future Agenda
3075	Disposal of Obsolete or Surplus Equipment Materials	NO	2015	Current	For Future Agenda

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3100	Gifts, Grants and Bequests to the District	NO	2015	Current	No Action Needed
3125	Purchasing	Yes	2015	Substantive	For Future Agenda
3150	School Activity Funds	YES	2015	Technical	For Future Agenda
3175	Code of Conduct for Federal Procurements	YES	2021	Appendix for Fed Code	For Future Agenda
Series 4000- Personnel					
4025	Reports of Suspected Abuse or Neglect of Children	YES	2015	Technical	For Future Agenda
4050	Reports of Suspected Abuse or Neglect of Adults	YES	2018	Technical	For Future Agenda
4075	Alcohol, Tobacco and Drug Free workplace	YES	2015	Electric Cigarettes	For Future Agenda
4100	Concussion Training for Athletic Coaches	YES	2015	Technical	For Future Agenda
4111	Equal Opportunity for Employment/Affirmative Action	YES	2013	Repeal and replace with Shipman's Model Policy on Non-Discrimination	For Future Agenda
4118	Sex Discrimination and Sexual Harassment in the workplace	YES	2021	To include gender identity and sexual orientation	For Future Agenda
4125	Evaluation Termination and Non-Renewal of athletic Coaches	YES	2015	Technical and Definition of AD	For Future Agenda
4150	Bloodborne Pathogens	YES	2015	Technical	For Future Agenda
4175	Prohibition on Recommendation for Psychotropic Drugs	YES	2015	Technical	For Future Agenda

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4225	Minority Staff Recruitment	YES	2015	Technical	For Future Agenda
4250	Employee Checks	YES	2016	Substantive	For Future Agenda
4275	Family and Medical Leave	YES	2015	Technical	For Future Agenda
4300	Employee Use of the District's Computer Systems and Electronic Communications	YES	2015	Technical	For Future Agenda
4325`	Hiring of Certified Staff	YES	2016	Shipman Model Policy does not include the Regulations that specify the process. The District should have flexibility in determining the process.	For Future Agenda
4350	Hiring of Non Certified Staff	YES	2016	Shipman Model Policy does not include the Regulations that specify the process. The District should have flexibility in determining the process. Many times a Central office	For Future Agenda

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				administrator is involved in the interview at the building.	
4400	Social Media	YES	2016	Technical	For Future Agenda
4430	Sudden Cardiac Awareness for Athletics	YES	2018	Technical	For Future Agenda
4425	Criminal Justice Information	NO	2019		For Future Agenda
	Code of Ethics	YES		Includes provisions that support the District's work	For Future Agenda
TBD	Nepotism	YES	NEW		For Future Agenda
TBD	Section 504 – ADA Personnel	YES	NEW		For Future Agenda
Series 5000 - Students					
5025	Management Plan and Guidelines for Students with Food allergies and/or Glycogen Storage Disease	YES	2015	Substantive	DONE
5050	Administration of Student Medication in Schools	YES	2015	Substantive	DONE
5075	Physical Activity and Student Discipline	NO	2022		DONE
5100	Restraint and Seclusion of Persons at Risk	YES	2018	Technical	DONE
5110	School Attendance Districts	TBD	2009	No Model Policy	DONE
5125	Section 504 of the Rehabilitation Act of 1973	YES	2020	Technical	DONE

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5130	Student Attendance and Truancy	YES	2020		January Agenda
5140	Continuity of Attendance	TBD	2009	Covered in Policy 5130	REPEALED
5150	Admission of Non-Resident and Exchange Students	TBD	2009	No Model Policy	DONE
5160	Dismissal Precautions	TBD		No Model Policy	REPEALED
5175	Bullying Prevention and Intervention and Safe School Climate Plan	NO	2022		DONE
5200	Homeless Children and Youth	NO	2022		DONE
5210	Student Government	TBD	2009	No Model Policy	REPEALED
5215	Standards of Conduct	TBD	2009	No Model Policy	REPEALED
5220	Student Discipline	YES	2021		DONE
5225	Drug and Alcohol Use by Students	YES	2009	Substantive	DONE
5230	Chemical Health Policy for Student Athletes and Students Participating in Extracurricular Activities	YES	2017	Technical	DONE
5235	Conduct on School Buses	Repeal	2009	Repeal	REPEALED
5240	Hazing	TBD	2009	Repeal	REPEALED
5250	Misconduct Related to Voluntary School Organizations and Activates	TBD	2017		For Future Agenda
5255	Search and Seizure	YES	2009	Technical	DONE
5260	Use of Reasonable Physical Force	TBD	2009	Repeal	REPEALED

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5265	Confidentiality and Access to Education Records	Yes	2009	June 2022	DONE
5270	Pledge of Allegiance	NO	2009		DONE
5275	Sex Discrimination and Sexual Harassment	YES	2021	Substantive	For Future Agenda
5280	Dress Code	YES	2009	Substantive	For Future Agenda
5300	Student Use of the District's Computer Systems and Electronic Communications	NO	2020		No Action Needed
5310	Insurance Program	TBD	2009	No Model Policy	REPEALED
5320	Health Services and Requirements	TBD	2009	No Model Policy	REPEALED
5325	Student Privacy	YES	2015	Substantive	Done
5330	Health Records	TBD	2009	No Model Policy	REPEALED
5340	Physical Examinations/Screenings	YES	2009		REPEALED
5350	Immunizations	YES	2009		REPEALED
5375	Suicide Prevention and Intervention	YES	2015	Technical	For Future Agenda
5380	Student Wellness	YES	2009		For Future Agenda
5395	Transportation	NO	2022		No Action Needed
5410	Awards and Scholarships	TBD	2009	No Model Policy	For Future Agenda
5610	Gifts	TBD	2009	Included in Code of Conduct	For Future Agenda
5620	Fundraising Activities	YES	2009	Review with Student Activity Manual/Crowdfunding	For Future Agenda

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5710	Non-Discrimination of Students	YES	2013		For Future Agenda
5820	Student Sunscreen Application	YES	2019	Technical	For Future Agenda
5830	Meal Charging	NEW			January Agenda
Series 6000 - Instruction					
6100	School Year Calendar	TBD	2009	No Model Policy	REPEALED
6210	Curriculum Adoption and Revision	TBD	2009	No Model Policy	NO CHANGES
6220	Curriculum Guides and Course Outlines	TBD	2009	No Model Policy	REPEALED
6230	Program Assessment	TBD	2009	No Model Policy	REPEALED
6310	Teaching About Religion	TBD	2009	No Model Policy	REPEALED
6320	Health Education	TBD	2009	No Model Policy	REPEALED
6330	Family Life Education and Instruction on AIDS	TBD	2009	No Model Policy	REPEALED AND REPLACED WITH NEW POLICY
6340	Career and Vocational Education	TBD	2009	No Model Policy	REPEALED
6350	Programs for Exceptional Children	TBD	2009	No Model Policy	REPEALED AND REPLACED WITH NEW POLICY
6360	Homebound Instruction	TBD	2009	No Model Policy	REPEALED
6370	Summer School	TBD	2009	No Model Policy	REPEALED
6410	Student Organizations	TBD	2009	No Model Policy	REPEALED
6420	Student Publications	TBD	2009	No Model Policy	REPEALED

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6430	Intramural Programs	TBD	2009	No Model Policy	REPEALED
6440	Interscholastic Programs	TBD	2009	No Model Policy	REPEALED
6450	Continuing Education Program	TBD	2009	No Model Policy	REPEALED
6510	Class Size	TBD	2016	No Model Policy	REVISED
6520	Independent Study	TBD	2009	No Model Policy	REPEALED
6610	Instructional Materials – Selection and Adoption	TBD	2009	No Model Policy	REVISED
6620	Instructional Materials – Use of Copyrighted Materials	TBD	2009	No Model Policy	REPEALED
6710	Field Trips	YES	2009	Substantive	January Meeting
6810	Reports of Student Progress	TBD	2009	No Model Policy	January Meeting
6820	Homework	YES	2009	Technical	January Meeting
6830	Honor Rolls	TBD	2009	No Model Policy	January Meeting
6840	Graduation Requirements	YES	2019	New requirements take effect in 2023	For Future Agenda
6845	Transfer of Credits	TBD	2009	No Model Policy	For Future Agenda
6850	Promotion and Retention	NO	2009		No Action Needed
6910	Parent Teacher Communication	YES	2009	Substantive	January Meeting
6920	Weighted Grading for Honors Classes	YES	2009	Substantive	January Meeting
6930	Parental Access to Instructional Material	YES	2009	Substantive	January Meeting

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6330	Curricular Exemptions	YES	NEW		DONE
6630 NEW	IDEA – Alternative Assessments	YES	NEW		January Meeting
6830 NEW	Meal Charging	YES	NEW		January Meeting
6220 NEW	Challenges to Instructional Materials	YES	NEW		January Meeting
Series 9000 – Board					
9110	Role of Board and Members	YES	2008		For Future Agenda
9120	Transaction of Business	YES	2008		For Future Agenda
9130	Oath of Office	YES	2008		For Future Agenda
9140	Conflict of Interest	YES	2008		For Future Agenda
9150	Qualifications of Board Members	TBD	2008	No Model Policy	For Future Agenda
9160	Filling Vacancies on the Board	YES	2008	Policy currently says that person elected serves only until the next town election	For Future Agenda
9170	Removal of Board Officers	YES	2008		For Future Agenda
TBD	Code of Conduct for Board Officers	YES	NEW	Includes provisions for Censure	For Future Agenda
9210	Officers	YES	2008		For Future Agenda
9220	Official Duties-Chairperson	YES	2008	Technical	For Future Agenda
9230	Official Duties – Vice-Chairperson	YES	2008		For Future Agenda
9240	Official Duties-Secretary	YES	2008		For Future Agenda
9250	Board-Superintendent Relations	TBD	2008	No Model Policy	For Future Agenda
9260	Committees	NO	2008		For Future Agenda

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9270	Consultants to the Board	TBD	2008	No Model Policy	For Future Agenda
9310	Meeting Conduct	NO	2021		For Future Agenda
9320	Time Place and Notice of Meetings	Consider	2008	Model Policy adds time for beginning meetings and time to end (which may be extended by 2/3 vote)	For Future Agenda
9330	Public Meetings and Executive Sessions	NO	2008		For Future Agenda
9340	Construction and Posting of Agenda	TBD	2008	No Model Policy	For Future Agenda
9350	Quorum and Voting Procedures	YES	2021	Conflicts with Revised Policy 9310	Policy Committee 10/22/2021
9360	Minutes	YES	2008	Substantive	For Future Agenda
9410	Development of Board Policy	NO	2008		For Future Agenda
9420	Formulation Adoption Amendment or Deletion of Bylaws	NO	2008		For Future Agenda
9430	Formulation Adoption Amendment or Deletion of Policies	NO	2008		For Future Agenda
9440	Formulation Adoption Amendment or Deletion of Administrative Regulations	NO	2008		For Future Agenda
9450	Suspension of Policies Bylaws or Administrative Regulations	NO	2008		For Future Agenda

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9510	Orientation for Board Members	TBD	2008	No Model Policy	For Future Agenda
9520	Expense Reimbursement for Board members	YES	2008	Substantive	For Future Agenda
9530	Insurance	TBD	2008	No Model Policy	For Future Agenda
9540	Board Evaluation	TBD	2008	No Model Policy	For Future Agenda