



**CONSOLIDATED  
SCHOOL DISTRICT  
— OF —  
NEW BRITAIN**

**NEW BRITAIN BOARD OF EDUCATION  
POLICY COMMITTEE MEETING**

**JANUARY 22, 2024 – 6:00 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER**



## NOTICE OF MEETING

TO: New Britain Board of Education Members  
Mayor Erin Stewart  
Mr. Mark H. Bernacki, Town and City Clerk  
New Britain Common Council Members

DATE: January 19, 2024

RE: New Britain Board of Education Committee Meetings

The following Board of Education committee meetings will be held:

- **The New Britain Board of Education Policy Committee** will hold a regular meeting on Monday, January 22, 2024 at 6:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.
- **The New Britain Board of Education Curriculum Committee** will hold a regular meeting on Monday, January 22, 2024 at 6:15 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.

***Members of the public may attend meetings in person or view a live broadcast of the proceedings online via the livestream link:***  
**<https://www.csdnb.org/board/>**

The agendas and board packets in their entirety can be found on the Board of Education website:  
**<https://www.csdnb.org/board/BOE-2024-Meetings-Documents-Calendar.php>**





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

# New Britain Board of Education | Policy Committee Regular Meeting

January 22, 2024 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:  
<https://www.csdnb.org/board/>

### 1. Call to Order and Opening

- A. Meeting Called to Order

### 2. Executive Session

- A. Executive session for the purpose of discussing matters pertaining to school security  
Submitted by Dr. Tony Gasper

### 3. New Business

- A. Review and approve minutes from Policy Committee meeting on December 11, 2023  
Submitted by Ms. Aja Edwards | Page 5
- B. Review board policy 6172.121 – DiLoreto Dual Language Program  
Submitted by Mr. Tyrone Richardson | Page 7
- C. Review and possible action on recommending policies to the full Board of Education for adoption:
  - Policy P6115.3 - Flag (Display) | Page 18
  - Policy 5145.12 - Student Search & Seizure | Page 22
  - Policy 6153 – Field Trips | Page 24Submitted by Ms. Barbara Marino

### 4. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment



**CONSOLIDATED  
SCHOOL DISTRICT  
— OF —  
NEW BRITAIN**

**NEW BUSINESS**



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

# New Britain Board of Education | Policy Committee Regular Meeting

December 11, 2023 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:  
<https://www.csdnb.org/board/>

## 1. Call to Order and Opening

Vice President and Policy Chair, Ms. Barbara Marino called the meeting to order at 6:41 PM

### Board Members Present

Salvador Escobales\*, Anthony Kane\*, Joseph Listro, Barbara Marino\*, Diana Reyes\*, and Tina Santana\*

*\*Committee member #Attended remotely*

### CSDNB Staff Present

Ms. Aja Edwards, Dr. Anthony Gasper, Ms. Maryellen Manning, Ms. Silvia Mayo-Molina, Mr. Jeff Prokop#, Dr. Nicole Sanders, Mr. Paul Salina, Ms. Lillie Stuart, and Ms. Ivelise Velasquez

## 2. New Business

- A. Review and approve minutes from Policy Committee meeting on September 18, 2023  
Submitted by Ms. Aja Edwards

**Mr. Kane motioned to approve minutes from Policy Committee meeting on September 18, 2023, seconded by Ms. Santana. Motion carried unanimously.**

- B. Board policy revision - 4114/4124 Job Accommodations and Accommodation Transfers  
Submitted by Dr. Nicole Sanders

**Dr. Sanders expressed that the changes made to policy 4114/4112, are in alignment with federal law. This policy ensures that staff district wide are given the appropriate accommodations.**

**Ms. Marino motioned to add this item to the consent agenda, seconded by Ms. Reyes. Motion carried.**

- C. Review recommended policy for adoption - 5111.00 Admission and Placement of Students  
Submitted by Ms. Kristie Bourdoulous

**A CSDNB Entrance Age Advisory Team, comprised of teachers (preschool and kindergarten), instructional coaches, administrators from preschool sites, the school readiness liaison, the special educator supervisor and members of the academic office convened over three sessions to: review legislation, collect/analyze student data, and revise the policy and administrative regulations.**

**The current policy states that children need to be five on or before January 1 of the school year, and the amended policy has been updated to reflect children need to be five before September 1.**

Ms. Marino motioned to add this item to the consent agenda, seconded by Ms. Santana. Motion carried.

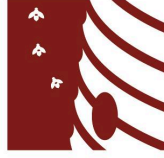
- D. Review recommended policy for adoption - 5111.10 HALS Enrollment Policy  
Submitted by Ms. Ivelise Velasquez

Ms. Ivelise Velasquez presented the proposed adoption of a new policy for enrollment into the House of Arts and Letters (HALs), as a policy doesn't currently exist. During the presentation she discussed the demographics of incoming 5<sup>TH</sup> grade students in the district and how the enrollment policy will assist with adjusting racial balance within the school.

Ms. Marino motioned to add this item to the consent agenda, seconded by Ms. Reyes. Motion carried.

### 3. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Tyrone Richardson () for approval at the Regular Board Meeting on February 5, 2024.  
Senior Leadership Sponsor: Ivelise Velazquez Staff Presenter: Tyrone Richardson

#### Type of Memorandum

Board Policy Review

#### Background and Purpose/Rationale

5111.2

DiLoreto Magnet School currently has a board approved admission policy for the Dual Language program within the school. While this policy provides clarity for how students are accepted into this specified program, there is no board policy for the non-dual language portion of the school. This policy proposal adds in the non-dual portion of the school and also provides equity to the families of New Britain by initiating an opt-in opportunity for students.

DiLoreto Magnet School needs to amend their current Dual Language admission policy to include the non-dual language program within the school.

#### Financial Information

N/A

#### Committee Review

To be reviewed by the Policy Committee on January 22, 2024



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Board Policy Statement

#### 6172.121 – DiLoreto ~~Dual Language Program~~ **Elementary/Middle School Program**

Approved on January 10, 2022 (Revision 1/9/23)

#### **Admission and Placement of Student in DiLoreto ~~Dual Language Program~~ **Elementary/Middle School****

##### ~~Dual Language Program~~ ¶

The Board of Education values the language diversity of our school community and is committed to providing educational programming that honors that diversity. The New Britain Board of Education supports programming that cultivates bilingualism and biliteracy so that students have the opportunity to further develop their literacy skills in both Spanish and English. To that end, the district supports ~~Dual Language education that develops biliterate and culturally competent students.~~ A world language experience spanning elementary and middle school, with a dedicated Dual Language program that develops biliterate and culturally competent students.

#### **I. Section One - DiLoreto Elementary/Middle School (non-Dual Language Program)**

The Diloreto Elementary/Middle School (non-dual language) provides literacy and content instruction to students in English, with a K-8 world language experience. This program will deliver standards-based academic content and promote multiculturalism. The school environment capitalizes on the long term commitment by families to a K-8 program to ensure students grow into culturally responsible citizens.

##### **A. Lottery Process for DiLoreto Elementary/Middle School (non-Dual Language Program)**

- a. The selection process is explained on the district website and through the central registration parent portal.
- b. All available seats will be filled using an opt-out process, by which all families with students in K or grades with openings will be considered for entry.
- c. ~~Students who reside in the district~~ Registered K-8 students will be assigned a computer-generated random number that will be used to determine entrance eligibility in numeric order for the available seats at DiLoreto.
- d. The numeric order will be used to contact families about the opportunity to join Diloreto Elementary/Middle School with a deadline for acceptance. The numeric order will be used to reach out to families until the seats are filled.
- e. Only custodial parents/legal guardians of the student may accept entry.
- f. Siblings of students already enrolled at Diloreto will receive a numeric standing that is weighted double preference. This means they will be more likely to receive a higher ranking in the lottery's numeric order, but it does not mean automatic entry. Siblings are defined as children who share at least one custodial parent/legal guardian and who reside at the same address.
- g. Families will be notified of their placement on a waiting list.



## **B. Transportation**

Transportation for New Britain students will be provided by the District in accordance with applicable transportation policies and administrative regulations. The administration will make its best effort to provide transportation to all such students.

The Dual Language Program will be considered a program within DiLoreto School that provides literacy and content instruction to students in Spanish and English. This program will deliver the same standards-based academic content as general education programs by integrating language and content instruction. The Dual Language program will include a balanced number of Spanish speaking and English speaking students to ensure optimal language learning in both languages and high academic expectations for all students.

### **I. Application Process for Dual Language Program at DiLoreto Magnet School**

- A. Applications will be made available on the district website and through the central registration parent portal.
- B. Only one application per child per year will be entered into the DiLoreto Dual Language lottery.
- C. Only custodial parents/legal guardians of the student may complete the application.
- D. Siblings are defined as children who share at least one custodial parent/legal guardian and who reside at the same address.
- E. Complete and accurate applications must be submitted by the publicized due date prior to the school year of enrollment.
- F. A custodial parent/legal guardian must attend a mandatory parent information meeting about the Dual Language Program in addition to submitting an application for their student. Attendance at this virtual/or in person meeting is required for all custodial parents/legal guardians submitting an application. If an application is received but a custodial parent/legal guardian did not attend the mandatory information meeting, the application is removed from the application and lottery processes.
- G. Dominant language determination assessments (for students/applicants whose eligibility for the lottery has been verified) takes place between January and March.

### **II. Section Two - DiLoreto Dual Language Program**

The Dual Language Program, *Dos En Unos*, is a program within DiLoreto School that provides literacy and content instruction to students in Spanish and English. This program will deliver the same standards-based academic content as general education programs by integrating language and content instruction. The Dual Language program will include a balanced number of Spanish speaking and English speaking students to ensure optimal language learning in both languages and high academic expectations for all students.

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- d. Siblings are defined as children who share at least one custodial parent/legal guardian and who reside

- at the same address.
- e. Complete and accurate applications must be submitted by the publicized due date prior to the school year of enrollment.
- f. A custodial parent/legal guardian must attend a mandatory parent information meeting about the Dual Language Program in addition to submitting an application for their student. Attendance at this virtual/or in person meeting is required for all custodial parents/legal guardians submitting an application. If an application is received but a custodial parent/legal guardian did not attend the mandatory information meeting, the application is removed from the application and lottery processes.
- g. Dominant language determination assessments (for students/applicants whose eligibility for the lottery has been verified) takes place between January and March.

## **B. Lottery Process for Dual Language Program**

- a. A lottery process will take place in the event the applications exceed available seats.
- b. Lotteries will be conducted no later than the last school day of March prior to the school year of enrollment.
- c. Lotteries will be conducted utilizing a randomizing program that will draw new selected students.
- d. Applicants will be informed of their selection in the lottery by letter and/or email no later than April 30th.
- e. If an applicant is offered a seat for the Dual Language Program, the applicant has until the deadline specified in the letter to accept or decline their seat. If the acceptance form is not returned within the time period specified in the letter, the applicant forfeits his/her seat and the next student on the waitlist is offered the seat.
- f. Waiting lists will be developed when the number of applicants exceeds the available seats.
- g. The lottery process will give preference, only if seats are available to students entering the lowest grade of the school or program of choice to which they are applying who have a sibling who will still be enrolled in the school or program of choice during the next school year when the applying student enters the school or program of choice. Siblings of students already enrolled at DiLoreto will receive a numeric standing that is weighted doubly for preference. This means they will be twice as likely to receive a higher ranking in the lottery's numeric order than non-siblings, but it does not mean automatic entry. Siblings are defined as children who share at least one custodial parent/legal guardian and who reside at the same address.

## **C. Transportation**

Transportation for New Britain students will be provided by the District in accordance with applicable transportation policies and administrative regulations. The administration will make its best effort to provide transportation to all such students.

## **D. Late Entry Process for Dual Immersion Program**

The goal of this process:

- Student Success - an accurate measure to maximize student success in the Dual Language Program
- Balance - maintains the balance needed to maintain program fidelity
- Equity - encouraging equitable access to the program for all students who are likely to benefit from the structure of the Dual Language Program

- a. Students already enrolled in the program are automatically rolled up to the next grade. Open seats are determined shortly before the lottery. English seats should be filled by native English speakers and Spanish seats should be filled with native Spanish speakers.
- b. A lottery is held every year for open seats in the program and the wait list is held until the beginning of the third trimester of the following academic year. In order to maintain a spot on the waitlist, parents must submit an application each year. Parents must attend an informational session in order to receive an application.
- c. Preference is given to siblings of current DiLoreto students (For the purposes of the lottery, siblings are defined as students who share at least one legal guardian and who reside at the same address.)
- d. If seats become available during the year, students and families on the waitlist will be invited in for an interview and evaluation. If they meet late entry criteria, they will be invited to join the Dual Language Program.
- e. New registrations and new arrivals to the district will be assessed to determine if they meet the late entry criteria specific to their grade level and be offered the option of being added to the bottom of the existing waitlist for their grade.

## II. Lottery Process for Dual Language Program

A lottery process will take place in the event the applications exceed available seats.

A. Lotteries will be conducted no later than the last school day of March prior to the school year of enrollment.

B. Lotteries will be conducted utilizing a randomizing program that will draw new selected students. C.

Applicants will be informed of their selection in the lottery by letter and/or email no later than April 30th.

D. If an applicant is offered a seat for the Dual Language Program, the applicant has until the deadline specified in the letter to accept or decline their seat. If the acceptance form is not returned within the time period specified in the letter, the applicant forfeits his/her seat and the next student on the waitlist is offered the seat.

E. Waiting lists will be developed when the number of applicants exceeds the available seats.

The lottery process may give preference, only if seats are available to students entering the lowest grade of the school or program of choice to which they are applying who have a sibling who will still be enrolled in the school or program of choice during the next school year when the applying student enters the school or program of choice.

## III. Regulations

- a. Opt-out letters for available seats in grades 1-8 will be sent in February/March with an acceptance due date in April. To be eligible for a seat, the student must have attended school at another CSDNB school in the previous academic year.
- b. Opt-out letters for seats in Kindergarten, non-dual, will be sent in June to all who have registered.
- c. Families will be contacted from the waiting list until all seats are filled, but not beyond October 1st.

## III. Transportation

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#### IV. Late Entry Process for Dual Immersion Program

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Open seat	K-1 Spanish	K-1 English	Gr. 2-3 Spanish	Gr. 2-3 English	Gr. 3-5 Spanish	Gr. 3-5 English	Gr. 6-8 Spanish	Gr. 6-8 English
Commitment to program	Family	Family	Family	Family and student	Family and student	Family and student	Family and student	Family and student
Spanish Language Proficiency	Native Spanish Speaker PreLas Oral Español		Native Spanish Speaker	LAS Link Español level 2 or higher	Native Spanish Speaker	Las Links Español Level 3 or higher	Native Spanish Speaker	Las Links Español Level 3 or higher

English Language Proficiency		Native English Speaker	LAS Links Oral Level 2 or higher	Native English Speaker	LAS Links oral level 3 or higher	Native English speaker OR Native like proficiency LAS Links	Las Links Overall 3 or higher	Native English speaker OR Native like proficiency LAS Links
Spanish Reading			No More than 2 years below grade level		No more than 2 years below grade level		No more than 2 years below grade level	
English Reading				Grade level or higher		Grade level or higher		Grade level or higher



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Board Policy Statement

#### 6172.121 – DiLoreto Elementary/Middle School Program

Approved on January 10, 2022 (Revision 1/9/23)

#### Admission and Placement of Students in DiLoreto Elementary/Middle School

The Board of Education values the language diversity of our school community and is committed to providing educational programming that honors that diversity. The New Britain Board of Education supports programming that cultivates bilingualism and biliteracy so that students have the opportunity to further develop their literacy skills in both Spanish and English. To that end, the district supports a world language experience spanning elementary and middle school, with a dedicated Dual Language program that develops biliterate and culturally competent students.

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such students.

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  - e. New registrations and new arrivals to the district will be assessed to determine if they meet the late entry criteria specific to their grade level and be offered the option of being added to the bottom of the existing waitlist for their grade.
  - f.

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### III. Regulations

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School Ceremonies and Observances DRAFT

Flag (Display) Policy (Version #3)

It is the policy of the Board of Education (Board) to correctly honor the flags of the United States, the State of Connecticut, the POW/MIA recognition, the City of New Britain, Board approved school flags representing a school operated by the Board, and the flags of other governmental entities and ensure a standard of flag display on District property. The American flag should always be present when others are flying.

The Board shall comply with national and state protocols for flag display and etiquette.

In addition to the above referenced flags, United States territorial & state, sister City, and foreign national flags may also be displayed outside of a school building on the day of a visit from an elected official or delegation to that school. Inside of school buildings, United States territorial and state flags, sister City flags, as well as flags of foreign nations and ethnic flags (such as the Pan-African flag) may be displayed, on a permanent or temporary basis, in accordance with proper flag etiquette. These displays are to be educational in nature, as well as to recognize the diversity of our City’s heritage, history, and student body. These are the only flags approved for display. In accordance with the concept of viewpoint neutrality, no other flags, banners, emblems, or signage that could be deemed political or religious in nature shall be displayed inside or outside of school buildings or on school property. other flags or banners may be displayed on a permanent or temporary basis outside or inside of District buildings. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation or resolution or Mayoral proclamation. Examples include, but are not limited to, sister City flags, Heritage Month flags, (e.g. African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards, or flags designating an event or accomplishment. All such flags and banners will be displayed with the authorization by the Mayor as prescribed by the applicable proclamation or resolution.

- (cf. 0521 – Nondiscrimination)
- ~~(cf. 0521.1 – Commitment to Religious Neutrality)[1]~~
- (cf. 0523 – Equity and Diversity)
- ~~(cf. 0524 – Hate Crimes and Bias Incidents in Schools)~~
- ~~(cf. 5145.2 – Freedom of Speech/Expression)~~
- ~~(cf. 6115.3 – Ceremonies and Observances)[2]~~
- (cf. 6144 – Controversial Issues)

Legal Reference	Connecticut General Statutes
	10-230 Flags in classrooms and schools. Policy on the reciting of the “Pledge of Allegiance.”
	4 U.S.C. Title 4, Chapter 1, Section 5-9 (display of the flag)
	First Amendment-U.S. Constitution
	36 U.S.C.174
	Tinker v. Des Moines Independent Community School District, 393 U.S. 503

**Instruction****R6115.3(a)****School Ceremonies and Observances****Flag (Display) Policy – Regulation**

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect, **given proper lighting**. In addition to days when school is in session, the flags will be displayed on the following days if school is open to the public: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, **Juneteenth**, the Fourth of July, Labor Day, September 11th Remembrance Day, POW/MIA Recognition Day, Columbus/**Indigenous Peoples'** Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day, and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of Connecticut as a day of general thanksgiving or for displaying the flag.

**United States Flag at Half-Staff**

Flags shall be flown at half-staff on Pearl Harbor Day, on September 11th Remembrance Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

~~The Board has discretion in determining when the flag will fly at half-staff to commemorate the death of a local person, including a present or former Board of Education member, and a present employee or student. **Flags on individual buildings will be flown at half-staff for 30 days if a present employee or student in that building dies. The flag shall also be flown at half-staff the day of the funeral of any former employee well known in the school. This will be at the discretion of the Superintendent.**~~

~~All flags in the district are to be flown at half-staff when a present Board member dies and are kept at half-staff for 30 days. All flags are put at half-staff on the day of the funeral of a former Board member. All flags in the district are flown at half-staff on the day of the funeral of a present employee or a present student.~~ The flag will not be displayed on days when the weather is inclement.

**Hoisting of the Flag**

The flag shall be hoisted briskly and lowered ceremoniously. In half-staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak

before it is lowered for the day. The flag shall never be put at half-mast in the middle of the day. It must be put at half-mast in the morning only.

## **Instruction**

### **School Ceremonies and Observances**

#### **Flag (Display) Policy–Regulation (continued)**

##### **Indoor Flags and Those Not on Movable Hoists**

There shall be a United States flag in each assembly room of every school in the District. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

##### **Displaying the Flag with Other Flags**

The American flag may be displayed with other flags as long as its display follows the rules specified by the Flag Code. These rules were set to make sure the American Flag is in a position of prominence over other flags. The flag represents the government of the United States, and on American soil, the government is the highest authority.

##### **The Rules:**

- When displayed with other flags, the size of the American Flag should be larger than the other flags or relatively equal to the size of the largest flag. Other flags should not overshadow the American Flag in any way.
- The American Flag should be flown higher than lesser flags. If the flags are displayed on the same level, the American Flag should be flown to the (flag's own) right of all other flags. The right is a position of prominence.
- If the flags of other nations are displayed with the American Flag, they should be of equal size and at equal heights on separate staffs at a time of peace. The American flag should be displayed to the (flag's own) right but not higher than other national flags.
- In a group of state, local and/or society flags, the American Flag should be flown highest and in the center.
- The American Flag should be hoisted first and lowered last, when flown with other flags on adjacent staffs.
- When the American flag is displayed against a wall with another flag, it should be on the (flag's own) right with its staff in front of the other flag.

- Another nation's flag should not be displayed on the same halyard as the American Flag.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Policy Statement 5145.12 - Student Search and Seizure Approved on November 17, 2014

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#### DRAFT

The Board of Education, while recognizing that students are entitled to the guarantees of the fourth amendment's freedom from unreasonable search and seizures, also recognizes the need for school officials to maintain security and order in schools.

A search of a student's person, personal property or school depositories (lockers, desk, etc.) may be conducted when there is reasonable suspicion to believe that student may be in possession of prohibited items. Those prohibited items as used in this policy statement shall include the following: firearms, knives or other weapons, explosives, poisons, alcoholic beverages, drugs, stolen property, and other materials, which endanger the physical safety of persons or property, or may be in violation of school policy or law.

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.

The scope of the search conducted pursuant to this policy must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

In general, all searches require individualized suspicion. Group, mass or random searches generally lack particularized suspicion and will not be permitted.

Strip searches shall not be conducted by school authorities. All searches by the Principal or his/her designee shall be carried out in the presence of another adult witness.

Use of drug detection dogs and scanners/metal detectors may be used in the manner established by the Superintendent in the attached procedures. This may include general screenings of all students, adults, and visitors who enter a school building.

A metal detector or similar device can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, where feasible.

A school is authorized to conduct general searches of students and their personal effects with a metal detector



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement** **5145.12 - Student Search and Seizure** Approved on November 17, 2014

or similar device before a student can gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the Superintendent or designee. Prior to initiating general searches, the school must:

- Receive written consent and directive from the Superintendent with the need for general searches based upon a pattern or expectation of violence or disruption.
- Provide written notice, if feasible, to students and parents/guardians of the school policy governing general searches, but not of specific times or places where searches will be conducted.

This policy shall be distributed annually to the parents/guardians of each student.

#### **Legal References/Citations**

Fourth Amendment, United States Constitution

Connecticut General Statutes:

Section 10-221, Boards of Education to Prescribe Rules

Section 54-33n, Searches

New Jersey v. T.L.O: 469 U.S. 325 (1985)

DRAFT

## I. Field Trips

The Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the District/school.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, cocurricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

## II. Types of Field Trips

The District recognizes the following types of field trips. All trips are subject to final approval of the building principal, superintendent and Board of Education, if necessary (see Section III - Approval of Field Trips).

### 1. School Sponsored Educational Field Trips

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art groups participating in competition or performance.

### 2. School Sponsored Recreational Field Trips

School groups may plan trips for recreational purposes. They are subject to final approval of the Building Principal, ~~and Board of Education~~ Superintendent, and Board of Education (if deemed necessary in this policy). Participation may be limited to the members of the sponsoring organization. Such trips are offered on a voluntary basis and are designed as a social activity.

### 3. School Sponsored Cultural/Enrichment Field Trips

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal and ~~Board of Education~~ Superintendent, if necessary (see Approval of Field Trips).

### 4. Trips Unrelated to the District



The Board of Education cannot accept responsibility for non-school sponsored trips/tours. Individuals who plan trips/tours that are not school sponsored must alert parents and students that the planned trip is not associated with the Consolidated School District of New Britain. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. No school materials may be used for letters to parents, directions or other communications.

### III. Approvals of Field Trips

- All school sponsored field trips ~~require~~requires administrative approval.
- For all trips within the State of Connecticut, requests must be submitted a minimum of 10 school days in advance of the departure date to the building administrator. Field trips must be approved by the superintendent or designee.
- All out-of-state field trips require the approval of the Superintendent of Schools 60 days in advance of the departure date.
- All foreign travel field trips must be submitted a minimum of ~~90 days~~one calendar year in advance of the departure date for ~~initial Board Superintendent~~ approval and Board of Education for final approval. No fundraising or advertising activities related to the trip may be conducted prior to initial Superintendent approval. Between 90 and 120 days in advance of the departure date, the sponsoring staff member must request a meeting with the Superintendent to gain final approval. The purpose of this two-step process to ensure that conditions of safety and security in the destination country have not changed since the initial approval.
- Superintendent approval of all field trips shall be conditional. Approval for any field trip may be revoked at any time by the Superintendent or Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students or staff.
- Parents/guardians are responsible for obtaining trip cancellation insurance. This is strongly recommended. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.
- Before funds are solicited or collected, all field trips must be approved by the appropriate designee, as described in this section.

### IV. Optional Considerations:

- Any trips involving swimming must receive special approval from the ~~S~~superintendent and must be signed off by the student's parent/guardian.
- Parents/guardians who feel their child should not participate may deny permission and arrangements will be made for the child to remain at school on the day of the trip.
- Use of privately-owned vehicles or leased vans to transport students to and from field trips is strictly prohibited, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Superintendent or Principal is not present or available or not possible to contact. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies.

- The administration, with the Superintendent's approval, reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

#### V. Costs of Field Trips

Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees.

Fund raising activities (following District policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship.

#### VI. Additional Considerations

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy. The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited.

Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. All reasonable steps are to be taken to ensure the safety of participants. Additionally, the procedures should require prior Building Principal approval of all field trips, and prior approval of the Superintendent. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised, all safety precautions are observed
- All trips contribute substantially to the educational program
- All trips are funded by the District (or funding is addressed in the planning)
- All safety precautions are observed
- For overnight trips and with advance notice to parents/guardians, students' luggage/baggage may be searched prior to or at any point during the trip to ensure safety and compliance with all Board of Education policies regarding prohibited items.
- For overnight trip room assignments: Students will be assigned roommates based on gender/gender identity, preference and/or best fit. If a student attending an overnight trip prefers an individual room for any reason, they may submit such request to the district [CHOOSE ONE: when filling out their room preference form OR by DATE]. Once requested, single rooms will be assigned based on availability. Depending on the costs charged by the lodging facility, the students' family may incur an additional cost for a single room. The district will provide each family with the names of students who have been assigned to room with their child, but additional information regarding other students will remain confidential, in accordance with state and federal law.

Legal References/Citations

Conn. Gen. Stat. Section 10-220 and 10-221