

**WESTPORT BOARD OF EDUCATION  
POLICY COMMITTEE**

**NOTICE OF SPECIAL MEETING**

**AGENDA**

(Agenda Subject to Modification in Accordance with Law)

**PUBLIC SESSION:**

11:00 a.m. Westport Town Hall Room 212D

**DISCUSSION/ACTION:**

1. Review and approval of minutes: May 3, 2018, *pages 1-2*

**DISCUSSION/ACTION**

1. Second reading of the following policies:
  - 6153, Instruction: Field Trips, *pages 3-47*
  - 4118.3, Personnel – Certified: Responsibilities as Field Trip Chaperones, *pages 49-50*
  - 5200, Students: Field Trips, *page 51*
  - 5145.5 Sexual Harassment (Regulation), *pages 53-64*
  - 5131.911, Students: Bullying Prevention and Intervention, *pages 65-75*
  - 5131.912, Students: Safe School Climate Plan, *pages 77-91*
2. Other policy business

**ADJOURNMENT**



## WESTPORT BOARD OF EDUCATION POLICY COMMITTEE MINUTES

### Board Members Present:

Karen Kleine, Chair  
Mark Mathias  
Candice Savin (departed 10:00 a.m.)

### Administrators Present:

Colleen Palmer, Superintendent of Schools (arrived 8:30 a.m.,  
departed 10:00 a.m.)  
Michael Rizzo, Director of Pupil Services  
John Bayers, Director of Human Resources (arrived 8:23 a.m.)  
Sue Levasseur, Supervisor of Health Services (departed 10:00  
a.m.)  
Tom Scavone, PreK-12 Music and Visual Arts Coordinator  
(departed 10:00 a.m.)  
Maria Zachary, K-12 World Languages Coordinator (departed  
10:00 a.m.)

**PUBLIC CALL TO ORDER:** 8:11 a.m. Westport Town Hall, Room 307

### DISCUSSION/ACTION:

1. Review and approval of minutes: April 5, 2018

Karen Kleine moved to approve the minutes of April 5, 2018; seconded by Candice Savin and passed unanimously.

### DISCUSSION

1. Second Reading of the following policies:
  - 6153, Instruction: Field Trips
  - 4118.3, Personnel – Certified: Responsibilities as Field Trip Chaperones
  - 5200, Students: Field Trips

### DISCUSSION/ACTION:

1. Second reading and discussion policy 4110/4210, Employment Checks, *pages 15-29*

**Moved that the Policy Committee recommends to the Board of Education the approval of policy 4110/4210 as amended, pending additions to the language in section III.A.1. and the addition of appendices 1-3.**

**MOTION:** Karen Kleine

**SECOND:** Candice Savin

**RESULT:** Passed Unanimously

**VOTE:** 3-0

### DISCUSSION:

1. First reading and discussion of the following policies and regulations:
  - 5111, Eligibility of Students to Attend the Westport Schools (Policy and Regulation)
  - 5131.911, Students: Bullying Prevention and Intervention
  - 5131.912, Students: Safe School Climate Plan
  - 3323 Business/Non-instructional Operations: Soliciting Prices (Bids and Quotations)

- 3400 Business and Non-instructional Operations: Capital Projects

**ADJOURNMENT:** Karen Kleine moved to adjourn at 10:11 a.m.

Respectfully submitted,

Jennifer Caputo, Administrative Assistant to the Superintendent

## **P - 6153**

### **Instruction**

#### **Field Trips**

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

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.

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 No. ~~1314~~ [1314, 1324, 3281, and 6145.8](#)) 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 accompanying regulations. Staff members involved in any other student trips, whether privately sponsored, or sponsored by non-profit organizations, may not discuss them on school time, distribute material about them on school grounds, or use the facilities, equipment, or electronic resources of the schools for planning such trips or communicating about them to students or parents. Staff members shall not make statements that might lead students or parents to believe that such a trip is a school-sponsored activity.

**Policy adopted: 1995**

**Policy amended: July 1979**

**Policy amended: December 7, 1998**

**Policy amended: July 9, 2001**

**Policy amended: April 2002**

**Policy amended: \_\_\_\_\_**

## R - 6153

### Instruction

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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 No. ~~1314~~ [1314, 1324, 3281, and 6145.8](#)) and any administrative regulations implementing such Board Policy.

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#### School-sponsored trips may include:

- A. **Curricular Field Trips:** Primarily educational trips that emerge from the classroom and that include events or activities through which students leave school grounds, typically during the school day for part or all of the trip, for the purpose of curriculum-related study. Such trips are designed to help students develop a better understanding of their studies by reinforcing, supplementing, and/or extending their educational experience. Examples of Curricular Field Trips include:
- Day trip to museum, nature center, science laboratory, etc.
  - Recurring trips (if tied to curriculum)
  - Overnight trips or longer trips for educational programs (*e.g.*, Nature's Classroom)
- B. **Extracurricular<sup>[A1]</sup> Field Trips:** Educational, cultural, and/or recreational trips that occur outside the school day, and that may emerge from an approved extracurricular club, organization, program, or activity. Such trips, while designed to broaden and

enhance students' educational experience, are not part of the educational program and are not designed for the purpose of curriculum-related study.

**School-sponsored trips may be of three types (the "Trip Type"):**

**Type I - Day Trips:** Within a radius of 125 miles from Westport.

- A. Require prior written approval by the building principal.

**Type II - Extended Trips:** To points beyond 125 miles but less than 500 miles from Westport, and requiring more than one day. Extended trips that take place during school vacation periods should be limited to three weekdays where possible and not more than five weekdays plus possible weekends.

- A. Require the prior written approval of the Superintendent or his/her designee.
- B. ~~May r~~Require special ~~independent~~ insurance arrangements.
- C. Participation by staff shall be voluntary.

**Type III - Special Trips:** Beyond a radius of 500 miles from Westport, and requiring more than one day.

- A. Require the prior written approval of the Superintendent or his/her designee.
- B. Shall not exceed five school days plus possible weekends, except with the prior approval of the Superintendent or his/her designee.
- C. ~~May r~~Require special ~~independent~~ insurance arrangements.
- D. Participation by staff shall be voluntary.

**Exceptions to any of the above guidelines require prior approval of the Superintendent.**

**Careful planning of all trips shall include:**

1. A statement of the purposes and reason for the trip, which statement shall (among other things) indicate whether the trip is a Curricular Field Trip or an ~~Extracurricular~~<sup>[A2]</sup> Field Trip.
2. Knowledge of and/or familiarity with the trip site ~~which may be based on (among other things) research and/or direct experience, including, without limitation, knowledge of and/or familiarity with (including, by way of example, the site's educational value for students of the grade level involved; its~~ appropriateness for students with disabilities and/or special health needs ~~and~~ possible hazards to the safety and well-being of trip participants).
3. A review of insurance needs and coverage.
4. Notification about the trip to the parents/guardians of students involved.

5. Prior notice to and collaboration with the school nurse so that arrangements can be made for the participation of students with disabilities and/or special health needs. Such collaboration shall include, but not be limited to, planning for the administration of medication to participating students on such trips in accordance with Policy Number ~~\_\_\_\_\_~~5141.21 and the administrative regulations implementing such Board Policy, as well as any applicable procedures.
6. Arrangements made within the school for students not participating in Curricular Field Trips.
7. Provision for lodging and transportation, as applicable.
8. An attempt to control the cost of trips and/or means (such as fundraising, assessment, etc.) by which costs are met so that a student's opportunity to participate shall not be limited by financial circumstances.
9. Arrangements for ~~an~~ appropriate ~~number of~~ adult chaperones.

#### **Additional requirements and guidelines:**

1. Before involving students in planning for a trip, the Teacher-Sponsor (T-S) shall submit a statement to the principal, Superintendent or designee, and/or Board of Education (as determined by the Trip Type) indicating whether the trip is a Curricular Field Trip or an Extracurricular <sup>[A3]</sup>Field Trip, and explaining how the trip meets the applicable trip definition. Such statement shall detail funding sources or fundraising activities to provide for students financially unable to meet costs, and shall confirm that the T-S has consulted and collaborated with the school nurse regarding arrangements for the participation of students with disabilities and/or special health needs. The Superintendent or his/her designee may develop additional guidance for what this statement shall include.
2. The principal or Superintendent or his/her designee (as determined by the Trip Type) shall review field trip requests and shall have discretion to grant or deny such requests. [Any field trip request denied by a principal may be appealed to the Superintendent or his/her designee, who shall have discretion to grant or deny such request.] [Copies of completed, approved field trip statements shall be distributed to the school office file and the Assistant Superintendent <sup>[A4]</sup>(or the Superintendent, if a Type II or III trip).]
3. All chaperones (Board of Education employees and non-employees, including parents/guardians) must be approved by the principal or his/her designee and provided with an orientation regarding the trip <sup>[A5]</sup>(including, without limitation, a briefing on ~~the rules of the Board of Education, the school, and the trip~~relevant rules, regulations, and/or policies; possible hazards to the safety and well-being of trip participants; and ,as well as chaperone responsibilities) prior to the trip. The Superintendent or his/her designee may develop additional guidance for what this orientation ~~should~~all include.
- ~~4. The Superintendent or his/her designee shall establish appropriate ratios of chaperones to students and may develop procedures governing chaperones' responsibilities and conduct.~~



~~5.~~4.A permission form signed by the parent/guardian must be provided for every student participating in a field trip. The Superintendent or his/her designee shall develop and maintain such forms. **Note:** In accordance with Connecticut law, p~~P~~arents/guardians cannot waive certain legal rights when signing a permission form and/or a release and waiver of liability.

~~6.~~5.Trip logistics shall be communicated in writing to all participating students and their parents/guardians prior to the trip. [A6]

~~7.~~6.The [regular school behavior policy] [A7] shall be in effect on all trips, and students and parents/guardians shall be so notified prior to any trip.

**Regulation approved: October 21, 1965**

**Regulation amended: April 1971**

**Regulation amended: July 1979**

**Regulation amended: July 9, 2001**

**Regulation amended: April 2002**

**Regulation amended: \_\_\_\_\_**

## Community Relations

### Fund Raising

1. With the approval of the principal, fund raising can be appropriate for the following purposes:

#### Student and/or PTA Fundraising:

- To raise money for extra-curricular and other student activities directly associated with the school program, e.g., field trip scholarships, honor society, etc.
- To contribute to a humanitarian activity or cause, especially when the impetus comes from students or teachers, themselves or arises from a class activity or ongoing school program.
- As a spontaneous reaction to a personal situation (such as the illness of a classmate) or to some local, national or international emergency (e.g. earthquake, flood, famine, etc.)

#### PTA Fundraising:

- To purchase equipment or other items for the school or to improve school facilities.
  - To introduce programs or activities that tie in with or enhance the curriculum. (The Superintendent's approval is required if such programs/activities would have a future budgetary impact.)
2. Donations of money or goods to the schools resulting from fundraising activities must conform to the Board's policy on acceptance of gifts.
  3. Fundraising events and activities that occur on school grounds should conform to Board of Education policies on the use of school facilities.
  4. Fundraising activities should never interfere with or be a part of instruction, interrupt the school day or be a drain on students' or staff time and energy. (No all-school or grade-level assemblies for fundraising.)
  5. Outside organizations may not use the school as a vehicle to benefit their own organization or for conducting their own charitable efforts.
  6. Students may not sell products as part of fundraising activities for other organizations during the regular school day.
  7. Fund raising activities should not result in pressure on students, parents or teachers to donate money, make purchases, or win recognition for selling the most or raising the most money.
  8. With the exception of fund-raising ventures approved by the Principal, schools should not promote or endorse a particular business, brand, product, service, store or individual person in return for promised contributions.
  9. Schools may announce a gift of goods, services or funds from a commercial source.

Exceptions to this policy require the approval of the Superintendent or designee.

**Policy adopted: May 10, 1982**

**Policy modified: July 9, 2001**

## **Community Relations**

### **Fund Raising**

#### **Fund Raising by Students**

1. All students fundraising activities must be approved in advance by the Principal.
2. Each Principal should have a sense of how many fundraising activities are occurring for the school and limit their number to avoid negative reactions among community members and merchants who may feel that they are too frequently being solicited for additional monies for student activities.
3. Individual students and individual classes are not to receive awards for fund-raising activities; only whole school awards are permissible. Such whole schools awards can include pajama day, ice cream or pizza distribution to all students, or similar events.
4. Student fundraising activities should provide a product, service or other benefit to the donor or contribute to a humanitarian activity or cause.
5. Students may sell carnations, baked goods etc. for fundraising for school causes only.
6. For the safety of students, door-to-door solicitations are prohibited.
7. Solicitation of ads for programs, publications, etc.

Elementary & Middle Schools students may not solicit ads.

High School students may solicit ads from appropriate businesses or establishments. Ads for cigarette companies, liquor stores, bars, etc are inappropriate and will not be permitted in school programs or publications.

8. Raffles: Raffles are regulated by law. Middle school students may not solicit merchandise to be raffled off or sell raffle tickets. At Staples, students under 18 are not permitted to solicit merchandise for raffles. Students under 16 are not permitted to sell raffle tickets.

If a raffle is to be held, the sponsoring group should consult the Police Department several weeks in advance for information on obtaining permits and on regulations for the conduct of raffles.

9. Door prizes are not considered raffles when all tickets are sold, and all money is collected, at the event itself, rather than in advance.
10. A faculty member should be responsible for monitoring student fundraising activities and assuring that all monies are accounted for, and that all monies collected are handled according to procedures approved by the Business Office.

All fundraising activities must be approved by the principal and the PTA Executive Board.

On Election Day, only PTAs may conduct bake sales or other fund-raising activities, as regulated by law, with the permission of the school principal and registrars of voters. Such sales may not take place in the room where voting is occurring.

Communications about approved fundraising programs may be accomplished via PTA newsletters, summer mailing packets, flyers distributed in homeroom or mailed to the school population and via announcements, or other means deemed appropriate by the principal.

Collection of fund-raising materials may take place in the homerooms or in a central location designated by the principal.

Principals and PTA presidents should meet yearly by level to review future fundraising in order to resolve issues of equitability that could arise if fundraising efforts provide a school with resources, equipment etc. beyond that available at other schools.

**Regulation approved: May 10, 1982**

**Regulation modified: July 9, 2001**

## Community Relations

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**Policy adopted: May 10, 1982**

**Policy amended: July 9, 2001**

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## **Community Relations**

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5. Students may sell carnations, baked goods etc. for fundraising for school causes only.
6. For the safety of students, door-to-door solicitations are prohibited.
7. Solicitation of ads for programs, publications, etc.

Elementary & Middle School students may not solicit ads.

High School students may solicit ads from appropriate businesses or establishments. Ads for cigarette companies, liquor, liquor stores, bars, etc are inappropriate and will not be permitted in school programs or publications.

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9. Door prizes are not considered raffles when all tickets are sold, and all money is collected, at the event itself, rather than in advance.

10. A faculty member should be responsible for monitoring student fundraising activities and assuring that all monies are accounted for, and that all monies collected are handled according to procedures approved by the Business Office.

**Regulation approved: May 10, 1982**

**Regulation amended: July 9, 2001**

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## **Business/Non-Instructional Operations**

### **School Fund Raisers**

**With the approval of the principal, fund raising can be appropriate for the following purposes:**

#### **Student and/or PTA Fundraising:**

- To raise money for extra-curricular and other student activities directly associated with the school program, e.g., field trip scholarships, honor society, etc.
- To contribute to a humanitarian activity or cause, especially when the impetus comes from students or teachers, themselves or arises from a class activity or ongoing school program.
- As a spontaneous reaction to a personal situation (such as the illness of a classmate) or to some local, national or international emergency (e.g. earthquake, flood, famine, etc.)

#### **PTA Fundraising:**

- To purchase equipment or other items for the school or to improve school facilities.
- To introduce programs or activities that tie in with or enhance the curriculum. (The Superintendent's approval is required if such programs/activities would have a future budgetary impact.)

### **Stipulations for all Fund-Raising**

1. Donations of money or goods to the schools resulting from fundraising must conform to the Board's policy on acceptance of gifts.
2. Fundraising events and activities that occur on school grounds should conform to Board of Education policies on the use of school facilities.
3. Fundraising activities should never interfere with or be a part of instruction, interrupt the school day or be a drain on students' or staff time and energy. (No all-school or grade-level assemblies for fundraising.)
4. Outside organizations may not use the school as a vehicle to benefit their own organization or for conducting their own charitable efforts.
5. Students may not sell products as part of the fundraising activities for other organizations during the regular school day.
6. Fund raising activities should not result in pressure on students, parents or teachers to donate money, make purchases, or win recognition for selling the most or raising the most money.
7. With the exception of fund-raising ventures approved by the principal, schools should not promote or endorse a particular business, brand, product, service, store or individual person in return for promised contributions.
8. Schools may announce a gift of goods, services or funds from a commercial source.

**Exceptions to this policy require the approval of the Superintendent or designee.**

**Policy adopted: July 9, 2001**

## **Business/Non-Instructional Operations**

### **School Fund Raisers**

#### **Fund Raising By Students**

1. All student fundraising activities must be approved in advance by the principal.
2. Each principal should have a sense of how many fundraising activities are occurring for the school and limit their number to avoid negative reactions among community members and merchants who may feel that they are too frequently being solicited for additional monies for student activities.
3. Individual students and individual classes are not to receive awards for fund-raising activities; only whole school awards are permissible. Such whole school awards can include pajama day, ice cream or pizza distribution to all students, or similar events.
4. Student fundraising activities should provide a product, service or other benefit to the donor or contribute to a humanitarian activity or cause.
5. Students may sell carnations, baked goods etc. for fundraising for school causes only.
6. For the safety of students, door-to-door solicitations are prohibited.
7. Solicitation of ads for programs, publications, etc.

ElementsSchool students may solicit ads from appropriate businesses or establishments. Ads for cigarette companies, liquor, liquor stores, bars, etc., are inappropriate and will not be permitted in school programs or publications.

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10. A faculty member should be responsible for monitoring student fundraising activities and assuring that all monies are accounted for, and that all monies collected are handled according to procedures approved by the Business Office.

#### **Fund Raising by PTAs**

All fundraising activities must be approved by the principal and the PTA Executive Board.

On Election Day, only PTAs may conduct bake sales or other fund-raising activities, as regulated by law, with the permission of the school principal and registrars of voters. Such sales may not take place in the room where voting is occurring.

Communications about approved fundraising programs may be accomplished via PTA newsletters, summer mailing packets, flyers distributed in homeroom or mailed to the school population and via announcements, or other means deemed appropriate by the principal.

Collection of fund-raising materials may take place in the homerooms or in a central location designated by the principal.

Principals and PTA presidents should meet yearly by level to review future fundraising in order to resolve issues of equitability that could arise if fundraising efforts provide a school with resources, equipment etc., beyond that available at other schools.

**Regulation approved: 2001**

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**Instruction****Fund Raising**

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**Student and/or PTA Fundraising:**

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**PTA Fundraising:**

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**Regulation approved: 2001**

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## Students

### Administration of Medications

**Purpose:** To promote the safe administration of medications to students in order to maintain their health, support their learning, and intervene in medical emergencies.

The Westport Board of Education shall adopt written policies and procedures, in accordance with C.G.S., Section 10-212a and Connecticut regulations, Section 10-212a-1 through Section 10-212a-10. Pursuant to the regulations, Section 10-212a-2 (a) (4), the Board, with the advice and approval of the school medical advisor and health services supervisor, shall review and revise the policy and procedures concerning medication administration in school as needed, but at least biennially, except that the policy and procedures specific to school readiness and before-and-after school programs shall be reviewed on an annual basis. Once so approved, administration of medication, including over the counter medicines, shall be in accordance with the policy, procedures and health services protocols of Westport Public Schools for the administration of medications.

For the administration of medication in school readiness and before-and-after school programs, as defined in Connecticut regulations, Section 10-212a-1, the Westport Board of Education shall develop, and review on an annual basis, procedures for administration of medication in these programs, with input from the school medical advisor, or a licensed physician, and the school nurse supervisor. Once so approved, administration of medication in school readiness and before-and-after school programs shall be in accordance with Connecticut regulations, Section 10-212a-10, this policy, and Westport Public Schools' procedures for the administration of medications.

In accordance with Connecticut General Statutes, Section 10-212a, no school nurse or other nurse, principal, teacher, licensed physical or occupational therapist employed by a school district, coach, school paraprofessional (pursuant to subsection (d) of the statute), or director or director's designee of a school readiness or before-or-after school program shall be liable to a student, or a parent or guardian of such student, for civil damages for any personal injuries which result from acts or omissions of a school nurse or other nurse, principal, teacher, licensed physical or occupational therapist employed by a school district, coach, school paraprofessional (pursuant to subsection (d) of the statute), or director or director's designee of a school readiness or before-or-after school program in administering such preparations which may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence.

Legal Reference: Connecticut General Statutes

Section [10-206](#)

Section [10-212](#)

Section [10-212a](#)

Section [19a-900](#)

Section [20-87a](#)

Section [21a-240](#)

Section [21a-262](#)

Regulations of Conn. State Agencies:

Sections [10-212a-1](#) through [10-212a-10](#), inclusive

Section [21a](#)-254 (f) and (h)

Section 21a-262-1, 2, 3 and 8 and 9

Code of Federal Regulations:

Title 21 Part 1307.21

Other

American Academy of Pediatrics. (2009). *Policy Statement—Guidance for the Administration of Medication in School*. Author: Elk Grove Village, IL. Available online on September 29, 2010, at <http://aappolicy.aappublications.org/cgi/reprint/pediatrics;124/4/1244.pdf>

American Academy of Pediatrics, Committee on Bioethics. (2009). Pediatrician-family-patient relationships: Managing the boundaries. *Pediatrics* 124:1685-1688. Available online September 29, 2010, at <http://www.pediatrics.org/cgi/content/full/124/6/1685>

American Academy of Pediatrics, Committee on School Health.. (2006). *School health: Policy and practice*, 6th ed. Author: Elk Grove Village, IL.

American Academy of Pediatrics and National Association of School Nurses. (2005). *Health, mental health, and safety guidelines for schools*. Authors: Elk Grove Village, IL.

American Medical Association. 1993. *Code of Medical Ethics*, Opinion 8.19 - Self-Treatment or Treatment of Immediate Family Members. Available online September 29, 2010, at <http://www.ama-assn.org/ama/pub/physician-resources/medical-ethics/code-medical-ethics/opinion819.shtml>

Johnson, PE, Hayes, JM, Reinstein, VF, Simmons, SM, and Benson, JM. (2003). *Medication in schools*. Tallahassee: Florida Society of Health-System Pharmacists.

Healthy Child Care Connecticut, Medication Administration Committee. (1999). *Medication administration training manual: an instructional program for teaching child care providers to give medications*. Transferred in 2004 to the CT Nurses Association, Meriden, CT

National Association of School Nurses. (2003) *Position statement: Medication administration in the school setting*. Available online September 29, 2010, at <http://www.nasn.org/Portals/0/positions/2003psmedication.pdf>

**POLICY ADOPTED: June 18, 1990**

**REVISED: May 10, 2011**

**[INFORMATION FOR SCHOOL DISTRICTS:** *This packet is designed to be a sample document only. Any school district using this information (in whole or in part) is advised to consult with legal counsel about the applicability of these provisions to the specific facts and circumstances surrounding any school district-sponsored trip, activity or travel. These forms should be adapted as appropriate to fit the specific trip, travel arrangements and circumstances surrounding their use.*

*These documents have been developed as a tool to assist school districts in providing important information to parents and students so that parents may give informed consent and permission for student participation. Thus, it is critically important for the school district to inform parents and students about all aspects of the trip, its activities and any risks that are known or knowable in advance. Any language regarding waivers and release of liability are drafted to comply with Connecticut law. As such, the waiver provisions do not release the school district from claims related to the school district's own negligence, or that are attributable to the school district's own reckless, intentional or willful misconduct. If the school district anticipates that potential legal claims could be brought in jurisdictions outside of Connecticut, it should review the waiver and release language to ensure it is compatible with applicable law. In conducting such reviews, it may be necessary or advisable for school districts and/or their legal counsel to consult with local legal counsel familiar with applicable law in other relevant jurisdictions.*

*In planning for any trip, it is important for school district personnel to keep in mind the school district's overarching obligation to exercise reasonable care in the supervision and care of students. What constitutes reasonable care may vary depending on factors such as age of the students, nature of the activity, information available to the school district, availability of precautionary measures and the foreseeability of injury. Moreover, school districts organizing trips abroad have a duty to warn about, and to protect against, certain hazards to student health and safety. Accordingly, the school district must do its due diligence to prepare adequately for any travel activities and to share as much information as possible with parents in advance of any trip regarding trip expectations, known risks and inherent dangers. Finally, given the overarching obligation of school districts to provide reasonable care for students under their control, any school district personnel must continue to exercise and implement reasonable precautionary measures during the trip and in response to any injury, accident or student concern. ]*

***[LETTERHEAD]***

**INTERNATIONAL TRAVEL PACKET**

**INFORMATION, AGREEMENT AND PERMISSION PACKET FOR  
INTERNATIONAL TRAVEL PROGRAM**

**TRIP TO \_\_\_\_\_ will take place during the period from \_\_\_\_\_, in  
\_\_\_\_\_ (the “Trip”).**

**The administrator responsible for this Trip is \_\_\_\_\_**

For any off-campus travel program organized, operated and supervised by a third party organization (the “Trip Advisor”) and/or the **[NAME OF BOARD OF EDUCATION]** (the “District”), and/or coordinated through the District, participating students (“Student” or “Students”) and their parents or legal guardians must review the information in this International Travel Packet and sign and submit all applicable forms, including without limitation the Agreement, Waiver and Release of Liability, which applicable forms shall be referred to collectively and hereinafter as the “Agreement.”

The signed Agreement must be returned to **[OFFICE]**, which office is responsible for being in contact with your family and with the Trip Advisor (as applicable). Failure to do so may result in difficulties with the Student’s ability to participate in the Trip.

Included in this packet are the following:

- TRAVEL DESCRIPTION
- AGREEMENT, WAIVER AND RELEASE OF LIABILITY
- STUDENT INFORMATION SHEET
- PASSPORT INFORMATION FORM
- MEDICAL AUTHORIZATION FORM
- MEDICAL INFORMATION FORM
- SUGGESTED PACKING LIST
- ***[TOUR AGENCY POLICIES, as applicable]***
- EXPECTATIONS AND CODE OF CONDUCT
- REFUND POLICIES

***THESE DOCUMENTS HAVE IMPORTANT LEGAL CONSEQUENCES.  
DO NOT SIGN THEM UNLESS YOU KNOW WHAT THEY MEAN.***

**[LETTERHEAD]**

**TRAVEL DESCRIPTION**

Trip Destination(s): \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Trip Leader(s): \_\_\_\_\_

Travel Agency/Trip Sponsor ("Trip Advisor") (if any): \_\_\_\_\_

Detailed Itinerary:

*[Itinerary must be as detailed as possible, preferably listed by day. This should include all scheduled locations, travel, activities, free time, etc.]*

Flight Information:

*[Flight information should include departure/arrival locations, times, flight numbers, and airlines.]*

Hotel Information:

*[Hotel information should include each hotel/motel/accommodation in which students will be staying during the trip. For each accommodation, this information should include the name, address, telephone number, website/email (if applicable), and a general description of the accommodation.]*

Means of Travel:

*[Include all means of travel during the Trip, including but not limited to air, bus, taxi, train, etc.]*

Expected Number of Student Participants: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

Anticipated Cost per Student: \_\_\_\_\_

***[LETTERHEAD]***

**AGREEMENT, WAIVER AND RELEASE OF LIABILITY**

The parties to this Agreement are the Student, the Student's parents or legal guardians, and [NAME OF BOARD OF EDUCATION] (the "District"). The Student, with the consent of the Student's parents or legal guardians ("Parents"), has chosen to participate in an off-campus, overnight travel program (the "Trip"). Participation in the Trip is voluntary and not an educational requirement of the District.

The Student and the Parents will:

- complete all forms and provide the necessary information as detailed in this International Travel Packet,
- certify that the information provided in this International Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party travel agency/trip sponsor ("Trip Advisor") (as applicable).

**I. Acknowledgements**

- Participation in the Trip is voluntary and is not an educational requirement of the District. The Trip is offered as an accommodation to students who wish to travel abroad and is not considered part of the District's curriculum. No grade, award or academic advancement will be granted by the District as a result of a student's participation in the Trip.
- The Trip is not open to the general public and is offered only to qualified members of the District community. The District does not make any financial profit from the proceeds of the Trip nor does it charge any surcharge or other fee beyond those fees necessary to cover the cost of the Trip.
- The Student and the Parents have been given ample opportunity to review the Agreement and understand that the Agreement includes, among other things, a release of their claims against the District, its officers, directors, trustees, administrators, faculty, employees, agents and representatives (hereinafter "Released Parties") for personal injuries, damages and/or losses relating to and/or arising out of the Trip.

**II. Acknowledgement of Risk(s)**

The Student and Parents acknowledge and agree that:

- Travel generally and the activities associated with it and with the Trip present risks to the Student personally and to his/her property, some of which may result in serious personal injury or death, and that these risks can be a consequence of not only the Student's actions or negligence but also the actions or negligence of others, or travel conditions or equipment. Travel includes risks associated with the conduct of third parties, such as risk of traffic accidents, crime, assault and/or theft.
- Travel (particularly foreign travel) may also involve other risks, such as unfamiliar or

different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, acts of war or terrorism, disability access, driving practices, disease, and lack of access to health care providers and facilities.

- The Student and the Parents have had the opportunity to read information that was provided about the Trip, and understand that it is their responsibility to review websites for the Centers for Disease Control (“CDC”) and the most recent State Department Travel Advisory, if any, for the country(ies) that the Student will visit and to review such information periodically for updates and changes prior to the Trip.

**PLEASE READ AND INITIAL TO CONFIRM:**

*I have read and/or reviewed the website for the CDC and the most recent U.S. State Department Travel Advisory concerning travel to \_\_\_\_\_, including without limitation advisories available at: <https://travel.state.gov/content/passports/en/alertswarnings.html>, and agree to continue to review such information to obtain the most current, up-to-date travel information possible, prior to the Trip.*

\_\_\_\_\_ Initials of Student

\_\_\_\_\_ Initials of Parent/Guardian

- The Student and the Parents have reviewed the Trip literature provided by the District and, if applicable, the Trip Advisor, that describes the risks associated with the Trip. The Trip Advisor is solely responsible for describing the risks related to the services it provides. The Student’s and the Parents’ questions and concerns regarding those risks have been addressed to their satisfaction, and they fully understand and assume those risks.
- The Student and the Parents are responsible for evaluating the risks that the Student may face and for taking any health precautions that they deem advisable or necessary and agree that the Student may participate safely in all Trip activities with or without reasonable accommodation. If the Student requires a reasonable accommodation or if the Parents have concerns about the Student’s participation in any Trip activities, they agree to provide written notice to the District at least four (4) weeks in advance of the Trip, unless extraordinary circumstances exist.
- The specific itinerary for the Trip may change during the course of the Trip due to unforeseen and unknowable circumstances and any activities that the Student may take part in, whether as a component of the Trip or separate from it, will be considered to have been undertaken with the Student’s and the Parents’ approval and understanding of any and all risks involved.
- The District is not responsible for any injury, loss, or damage to the Student’s person or property, whether resulting from acts or omissions of third parties, or other persons not under the control of the District, from the operation or condition of facilities or premises, from acts of war or terrorism, or from acts of God or nature, except to the extent that the injury, loss, or damage is caused by the sole negligence or reckless, wanton or intentional misconduct of the District, its officers, trustees, faculty, employees, agents, or representatives.

### III. Assumption of Risks and Waiver of Liability/Release of All Claims

In consideration for being allowed to participate in the Trip, and with only those exceptions described below, the Student and the Parents fully ASSUME ALL RISKS, inherent and otherwise, whether or not described above, in connection with the Trip and RELEASE AND DISCHARGE the District, its officers, trustees, faculty, employees, agents or other representatives under the direction and control of the District (the “Released Parties”) from any and all liability, damage, injury or loss, including bodily injury or death, arising from, related to, occurring during, or associated with the Student’s participation in the Trip for any reason. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims do NOT apply if (1) the liability, damage, loss or injury is CAUSED SOLELY BY THE NEGLIGENCE of the Released Parties and do not include the negligence or any other act or omission by any other person or entity (such as the Student, the Parents, other third parties or independent vendors/contractors); or (2) the liability, damage, loss or injury is CAUSED BY THE RECKLESS, WANTON or INTENTIONAL MISCONDUCT of a Released Party. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims will be construed in accordance with Connecticut law.

### IV. Indemnification and Hold Harmless

The Student and the Parents agree to defend, indemnify and hold harmless the Released Parties from any and all claims, lawsuits or demands made by anyone arising from or relating to the Student’s involvement with the Trip, except for negligence caused solely by a Released Party or the reckless, wanton or intentional misconduct of a Released Party.

### V. Code of Conduct and Adherence to Standards

The Student and the Parents understand and agree that:

- By participating in the Trip, the Student is subject to the policies, rules and regulations of the District and any host school, company, and/or organization that may be involved regarding conduct on the Trip, including but not limited to the *[Insert Tour Agency Policies, if applicable]*, attached as Appendix A, and may be subject to District disciplinary action as provided in the District’s Student Handbook and applicable student discipline policies for any violations of applicable policies, rules and/or regulations.
- The Participant will be subject to the laws, rules and regulations of the country[ies] where the Student is traveling and those laws may be substantially and materially different from those in the United States.
- While participating in the Trip, the Student will comply with the Expectations and Code of Conduct, attached as Appendix B, and will not engage in inappropriate conduct, including but not limited to, the use of physical or verbal threats or violence, abuse of the customs or mores of the community, or unauthorized absences from scheduled Trip activities.
- Consumption, use or possession of illegal drugs or alcohol will not be tolerated. The laws of many foreign countries state that possession or use of illegal drugs is punishable by fine, imprisonment and/or deportation.
- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations and/or the United States Government.



## **VI. Financial Obligations**

The Student and the Parents agree:

- to pay any money owed to cover any costs and fees relating to the Trip (for travel, accommodations, cultural visits and the like) by the date specified;
- to pay any additional costs that may be incurred relating to the termination of the Student's participation in the Trip, as explained in the Expectations and Code of Conduct and Section VIII below; and
- to abide by the Trip Advisor's and/or the District's Refund Policies, which are attached as Appendix C.

## **VII. Participation and Trip Modification**

The Student and the Parents understand and agree that:

- The District and/or Trip Advisor reserve the right to cancel or modify the Trip at any time for any reasons including, but not limited to, emergencies, low enrollment, change in conditions and unavailability of facilities and/or personnel.
- Absent express permission from the Trip Leader(s), the Student will attend and participate in all scheduled Trip activities and will adhere to the Trip schedule as set by the District and/or the Trip Advisor.
- Failure of the Student to attend and participate in all scheduled Trip activities may result in increased risk for all of the participants and the District, and may result in disciplinary consequences in accordance with the Expectations and Code of Conduct.

## **VIII. Termination of Participation**

The Student and the Parents understand and agree that:

- In its sole discretion, the District may terminate the Student's involvement with the Trip at any time, including before departure or during the Trip. Reasons for termination may include, but are not limited to, inappropriate conduct or other behavior by the Student deemed detrimental to the best interests of the Trip and violations of this Agreement, including (but not limited to) the Expectations and Code of Conduct, emergencies, or health or safety conditions or considerations.
- If the Student's conduct should cause him/her to be removed from the Trip, the Participant and the Parents or legal guardians will bear the costs of return transportation. Such termination shall not diminish or otherwise alter the Student's obligation to make any payment required for the Trip, and the District shall not be required to make any refund.

## **IX. Activities Outside The Trip's Itinerary**

The District strongly advises against voluntarily withdrawing the Student early from the Trip and thereby causing the Student to travel separately from Trip participants and chaperones. Such early withdrawal of the Student from the Trip by the Parents and/or the Student presents risks to the Student personally and to his/her property, some of which may result in serious

personal injury or death. Notwithstanding the foregoing, should the Student choose to, or should the Parents cause the Student to, remain at the Trip location or elsewhere after the Trip ends, or should the Student leave the Trip voluntarily or involuntarily, the Student will cease to be involved in the Trip; the Parents will be fully responsible for the Student thereafter; and the District will not be responsible for supervising the Student in any respect, or for any injury, loss, or damage to the Student's person or property.

#### **X. Severability**

It is understood and agreed that, if any provision or term of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions, terms or applications of this Agreement which can be given effect without the invalid provisions, terms or applications. To this end, the provisions and terms of this Agreement are declared severable.

#### **XI. Governing Law; Venue**

This release shall be construed in accordance with, and governed by, the laws of the State of Connecticut. The parties agree that venue for any dispute arising under this Agreement shall be in any Connecticut court of competent jurisdiction.

#### **XII. Construction and Scope of Agreement**

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement, which includes the entire International Travel Packet, is the entire and complete agreement of the parties relating in any way to the subject matter hereof. This Agreement supersedes any earlier written or oral understandings or agreements between the parties.

---

Student signature

Date

---

Parent/Legal Guardian signature

Date

---

Parent/Legal Guardian signature

Date

*[Insert Name of District]*

---

Signature

Date

Print Name

---

Title

*[LETTERHEAD]*

**STUDENT INFORMATION SHEET**  
**Student Information and Instructions**

<b>Student's Name:</b>
<b>Student's Cell #:</b>

*Parent(s)/Guardian(s) and Other Contacts*

<b>Parent/Guardian 1 Name:</b>	
<b>Parent/Guardian 2 Name:</b>	
<b>E-mail address:</b>	
<b>Address of Parent(s)/Guardians:</b>	
<b>Home#</b> /	<b>Work#</b> /
<b>Cell#</b> /	

*Medical/Health/Insurance Care Information*

<b>Student's Doctor Name:</b>	
<b>Address:</b>	
<b>Office Telephone:</b>	<b>After Hours Number:</b>

<b>Health Insurance Company:</b>
<b>Group or Policy Number:</b>
<b>Name of Insured:</b>
<b>Date of Birth of Insured:</b>
<b>Worldwide Telephone Number:</b>

<b>Secondary Health Insurance Company, if any:</b>
<b>Group or Policy Number:</b>
<b>Name of Insured:</b>
<b>Date of Birth of Insured:</b>
<b>Worldwide Telephone Number:</b>

***[LETTERHEAD]***

**Passport Information Form**

If you have a passport, please complete this form. If you do not yet have your passport, you must complete this form as soon as you receive your passport. Make sure to attach a photocopy of the first page of your passport, showing your personal data and signature. If you have a student visa, please make a photocopy of your I-20 form as well.

---

Name as it appears on passport

---

Country of issue

---

Passport Number

---

Date of Issuance

---

Place of Issuance

---

Date of expiration

**YOU MUST ATTACH A PHOTOCOPY OF THE FIRST PAGE OF YOUR PASSPORT  
SHOWING YOUR PERSONAL DATA AND SIGNATURE**

**[LETTERHEAD]**

**PARENTAL MEDICAL AUTHORIZATION  
(For Students Under 18)**

I am the legal parent or guardian of \_\_\_\_\_ (my “child”), who was born on \_\_\_\_\_ and who is currently less than eighteen (18) years of age as of departure of the Trip. I understand that, in the United States, in the event of a medical emergency threatening my child’s life or limb, no informed consent is required for my child’s treatment and that emergency medical care will be obtained and rendered to my child. I further understand that if my child’s medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent.

If my child needs medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if reasonable attempts to reach me for consultation and informed consent are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding the care and treatment of my child, including decisions regarding surgery, transfusions, and the administration of anesthetic, and to give informed consent to such treatment.

I also consent to, and authorize, the Trip Leader(s), or his/her designee, to arrange for and provide routine care and treatment for my child’s health needs or conditions, such as basic first aid. I understand and agree that further specific consent will not be obtained prior to providing such routine treatment.

I hereby confirm that I have reviewed the District’s **[CITE TO ADMINISTRATION OF MEDICATIONS POLICY AND REGULATIONS]** and understand that, if my child is required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if my child is required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by my child, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that my child has no past or current physical or psychological condition that might adversely affect his or her participation in these activities, other than as described on the Medical Information Form. My child is fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to himself/herself or others.

---

Parent/Legal Guardian Signature

Date

---

Printed Name of Parent/Legal Guardian

---

Address

---

Home Telephone

Business Telephone

---

Cell Phone

E-mail Address

***[LETTERHEAD]***

**PARENTAL AND STUDENT MEDICAL AUTHORIZATION  
(For Students 18 or Older)**

I, \_\_\_\_\_ (the “Student”), was born on \_\_\_\_\_ and I am now or will be or become during the Trip at least eighteen (18) years of age. I understand that, in the United States, in the event of a medical emergency threatening my life or limb, no informed consent is required for my treatment and that emergency medical care will be obtained and rendered to me. I further understand that if my medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent or as to the age of majority.

If I need medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if I am unable to consent or give permission, I request that reasonable attempts be made to reach my parents/guardians for consultation and informed consent. If those efforts are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding my care and treatment, including decisions on surgery and the administration of anesthetic, and to give informed consent to such treatment.

I hereby confirm that I have reviewed the District’s **[CITE TO ADMINISTRATION OF MEDICATIONS POLICY AND REGULATIONS]** and understand that, if I am required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if I am required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by me, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that I have no past or current physical or psychological condition that might adversely affect my participation in these activities, other than as described on the Medical Information Form. I am fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to myself or others.



I acknowledge that this document may not comply with the laws of the state where it was signed to constitute a power of attorney for health care, but I nevertheless wish it to provide guidance to health care providers as to who may give substituted consent on my behalf if I cannot speak for myself or make an informed decision.

---

Student Signature

Date

---

Printed Name of Student

Place of Execution

I am the parent or legal guardian of the above named Student and, to the extent required, confirm the instructions and wishes of the Student as expressed in this Authorization.

---

Parent/Legal Guardian Signature

Date

---

Printed Name of Parent/Legal Guardian

---

Address

---

Home Telephone

Business Telephone

---

Cell Phone

E-mail Address

***[LETTERHEAD]***  
**MEDICAL INFORMATION FORM**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Primary Care Physician: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Date of Student's Last Physical Exam: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship of Emergency Contact Person: \_\_\_\_\_

Does this person have authority to make medical decisions for the Student? \_\_\_\_\_

Secondary Emergency Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship of Secondary Emergency Contact Person: \_\_\_\_\_

Does this person have authority to make medical decisions for the Student? \_\_\_\_\_

1. Does your child have any health conditions?

\_\_\_\_\_  
\_\_\_\_\_

2. Is your child under any medical treatment?  
(Please indicate name of treatment or medication, dosage and directions for use.)

\_\_\_\_\_  
\_\_\_\_\_

3. Does your child have any allergies? (Please list foods, medications or other allergies.)

---

---

4. If the answer to number 3 is yes, does your child have a prescription for an EpiPen?

---

5. Is there any medical restriction or other reason that would cause your child to be unable to participate in any part of the Trip?

---

---

6. You are strongly encouraged to purchase travel insurance for your child to cover accident, illness and injury. Have you purchased travel insurance for your child that covers accidents, illness and injury while abroad? If so, please provide policy information below.

---

---

7. In order to participate in the Trip, you must provide us with the following:

- a. A medical certificate from the child's physician certifying that your child is physically able to travel abroad, up to date with all scheduled immunizations, and is able to participate in all aspects of the Trip with or without reasonable accommodations.
- b. The administration of medication on this Trip shall be done in accordance with the District's **[CITE TO ADMINISTRATION OF MEDICATIONS POLICY AND REGULATIONS]** and all applicable laws. As such, if the Student is required to take any medications during the Trip, an authorized prescriber must provide a written medication order, including the recommendation for self-administration by the Student, if applicable. A parent/guardian must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I have filled out the medical and emergency contact information section above fully, accurately and to the best of my ability and I certify that there is no medical or health condition that I have not reported herein.

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***[LETTERHEAD]***

**Suggested Packing List**

***[This packing list should be inclusive of all items recommended for participation in the Trip and should be as detailed as possible. These items may include but are not limited to the following: specific types of clothing and accessories appropriate for weather, planned activities and terrain; backpacks/small travel bags; bug spray; sunscreen; leisure items; toiletries; personal items; rain gear; footwear.]***

***[LETTERHEAD]***

**APPENDIX A**

***[Insert Tour Agency Policies, if applicable]***

**[LETTERHEAD]**

APPENDIX B

**Expectations and Code of Conduct**

*[The school district may wish to adapt this Expectations and Code of Conduct to meet the particular needs of the school district and/or to align with the district's student code of conduct in effect at the time this packet is distributed.]*

**[NAME OF BOARD OF EDUCATION]** wishes to insure that the Trip is a great one for everyone involved. With large groups, order is important. Rules are necessary to guarantee your safety and the success of the Trip. Please understand that the guidelines listed below are important and are for everyone to follow. As this is a District sponsored trip, all participants are expected to conduct themselves with the maturity, respect and dignity that are expected of a student in the District. Each participant is an ambassador for the District and the reputation you create by your behavior, actions, and performance directly reflects on the entire school community.

1. All participants will be expected to follow behavior guidelines and requirements as set forth by the \_\_\_\_\_ Student Handbook.
2. The use of any alcoholic beverages, drug substances, or any type of tobacco is not permitted.
3. Students will follow the directives of all chaperones that have been appointed for the Trip.
4. Involvement in any misconduct during the Trip that violates local or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students or chaperones, will result in disciplinary action. Chaperones cannot intervene on behalf of any student who might be arrested for shoplifting, vandalism, disturbing the peace, etc. Such an event would jeopardize the success of the Trip and the possibility of any future trips hereafter.
5. Leaving assigned areas without prior consent from a chaperone will not be permitted.
6. Students will be responsible for their own belongings, including luggage, music, and passport.
7. Do not use hotel phones or make any additional room purchases.
8. Students will be on time on all occasions, respecting the group timeline of the Trip.
9. Students are not permitted to leave hotel premises after curfew. Disciplinary action will be taken.
10. Students will be expected to have spending money and money for meals/snacks as requested on the Trip.
11. All students are expected to travel in groups of three or more at all times.

If infractions occur during the Trip, it will be at the discretion of the chaperones and/or \_\_\_\_\_ administrators what action will be taken during the Trip, including but not limited to the following: (1) limited free time; and/or (2) students will be sent home early at parent's or legal guardian's expense. Students may also face disciplinary action upon return to the country and \_\_\_\_\_.

I have read the above rules and regulations. I agree to the consequences in the event a problem with my child arises. I understand that I will be required to provide transportation for my child to return home, if it is deemed necessary by the chaperone(s) and/or the District's administration.

**Parent's Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

I have read the above rules and regulations and I agree to abide by them. I also understand that, in the event of my misconduct, I will be sent home at my parent's or legal guardian's expense.

**Student's Signature:** \_\_\_\_\_ **Date:**



***[LETTERHEAD]***

APPENDIX C

**Refund Policies**

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## **~~Personnel--Certified~~**

### **~~Duties of Personnel~~**

#### **~~Procedures~~**

#### **~~Responsibilities as Field Trip Chaperones~~**

- ~~1. Adult chaperones and/or their spouses are not entitled to student paid transportation for overnight or extended trips unless parents have been informed in advance that the cost of the trip includes the cost for the chaperones, or that chaperones' expenses must be covered through students' fund-raising activities. Spouses are not entitled to student paid transportation unless they are willing to undertake the responsibilities of an official chaperone. All chaperones are to work under the supervision of the teacher sponsor (T-S) and should always notify the teacher in charge of any problems.~~
- ~~2. Chaperones who are not Westport staff members are to be given an orientation session, during which they are to be informed of their responsibilities, given suggestions about managing groups of youngsters, and informed about the extent of and limitations on, their decision-making authority.~~
- ~~3. Students must be chaperoned at all times. Groups or individuals may never go anywhere without the supervision of an official chaperone.~~
- ~~4. During trips lasting only one day, all chaperones are on duty for the entire trip. For longer trips, all chaperones are to be considered "on duty" during all official activities, whether day or evening, and during all meals.~~
- ~~5. On overnight trips where chaperones are lodged in the same room, bunk, tent, etc. with students, there must always be at least two chaperones in each unit, one of whom must be a Westport staff member.~~
- ~~6. For overnight trips, there must always be at least 2/3 of all chaperones on duty until all students are in their rooms for the night. The T-S may develop a rotating schedule for chaperones' "off duty" time.~~
- ~~7. During their off duty time all chaperones must be "on call" in case of emergencies, and therefore the T-S must be informed of their planned whereabouts, and be given a number where they may be contacted.~~
- ~~8. All chaperones are "on duty" during the night and must be available in case of nighttime emergencies. If necessary, the T-S should arrange for spot checks of students during the night.~~

**~~Personnel---Certified~~**

**~~Duties of Personnel~~**

**~~Procedures~~**

**~~Responsibilities as Field Trip Chaperones (continued)~~**

~~Adult chaperones for overnight trips, whether or not they are employees of the Board of Education, must sign an agreement to abide by these regulations and any special rules that may be developed by the administration for a particular trip. This agreement will contain a provision specifying that chaperones are not permitted to smoke, to use controlled substances or to or consume alcoholic beverages while on field trips or to engage in any activity which violates the regulations of the Westport Board of Education.~~

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Policy adopted: 2002 WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

## **Students**

### **Field Trips**

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

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 of Education.

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 No. 1314, 1324, 3281, and 6145.8) 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 accompanying regulations.

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## Students

### Sexual Harassment

~~The thrust of laws prohibiting sexual harassment is not to promote reprisal but to prevent and stop sexual harassment. Similarly, it is the hope and intent of these procedures that many potential problems may be solved informally, either without administrative intervention or at the lowest level of intervention.~~

### Complaint Procedures for Students

- ~~1. **Personal Contact:** Students believing themselves to be harassed by other students are encouraged to speak to the person, tell the person the behavior is offensive and unwelcome and request the behavior stop.~~
- ~~2. **Informal Complaint:** If a personal request is ineffective, or the student feels uneasy speaking with the offender, or if the offender is a teacher or other adult in the school system, the student should discuss the behavior with his or her counselor, the school nurse, or a teacher or other staff member with whom he or she feels comfortable. Any staff member in the school system who receives a complaint from a student about harassment is required to follow up on the complaint. After discussion of the complaint with the student, the staff member should refer it to an administrator.~~
  - ~~a. All levels, if offender is an adult, report the complaint to the Principal.~~
  - ~~b. If offender is a student, elementary staff members should report the complaint to the Principal; middle school staff members should report to the Vice Principal; high school staff may report to a division coordinator, the Dean or the Vice Principal.~~
  - ~~c. The administrator receiving the complaint is to speak with the offender and indicate that the unwanted behavior must stop. If the offender agrees and gives written assurance that the behavior will cease, the administrator should report the resolution to the complainant. If the offender denies the allegation or refuses to promise that the behavior will cease, or if the student is not satisfied with the informal resolution, a formal complaint is required for further follow up. Administrators should keep the Principal apprised of all complaints.~~
- ~~3. **Formal Complaints:** A formal complaint may be used as an initial procedure or as a follow up to informal procedures. A student should submit the formal complaint to his or her counselor, the school nurse or another staff member with whom the student feels comfortable. The staff member will discuss the complaint with the student and refer it to an administrator, as above. A copy of the complaint should be sent to the Superintendent.~~

## Students

### ~~Sexual Harassment (continued)~~

4. ~~**Investigations:** The administrator is to investigate the complaint expeditiously and discreetly, preserving confidentiality insofar as possible. Investigations will involve discussing allegations with the offender, with witnesses, if any, and with others who may cooperate either side. The investigator should file a written report with the Principal. Copies should be given to the complainant and the alleged offender and their parents, and a copy should be sent to the Superintendent.~~
5. ~~**Investigations in the Absence of a Complaint:** Any teacher or administrator learning or having reason to suspect the occurrence of sexual harassment is to follow the above procedures with or without a specific complaint.~~
6. ~~**Remedial Action:** If investigation reveals that harassment has occurred, the administrator shall take steps to assure that the behavior will not continue. Disciplinary measures may be imposed, in accordance with school regulations and Board of Education policies.~~
7. ~~**Follow-Up:**~~
  - a. ~~The complainant will be reinterviewed by the investigator periodically for an appropriate length of time that the harassment has not resumed and that no retaliatory action has occurred.~~
  - b. ~~Any retaliatory action against the complainant will be considered as serious as the harassment.~~
8. ~~**Appeal Process:**~~

~~Any appeal by either side must be filed, within ten business days of receiving the report to the Assistant Superintendent for Pupil Personnel/Special Ed. The appeal must include a copy of the original complaint and of the investigation report as well as a statement of which specific action or finding is being appealed and why.~~

~~Disciplinary action will be taken against any employee found to have acted in bad faith in filing a complaint of sexual harassment.~~

Regulation approved: June 23, 1993 WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut



## **Students**

### **Sexual Harassment**

#### **Guidelines for Investigating Sexual Harassment Complaints**

1. ~~Document everything.~~
2. ~~Seek an informal resolution, if possible, but do not discourage a complainant. Don't, for example, say, "It will be just your word against his," or "Do you really think he meant to offend," etc.~~
3. ~~Be diligent in the investigation. Sexual harassment often involves multiple incidents and multiple victims. Look for a pattern and/or previous witnesses.~~
4. ~~Don't be influenced by the "reputation" of the complainant or by whether the complainant's behavior may appear to have "invited" the situation. This is particularly important if complainant is a student.~~
5. ~~Don't be influenced by misplaced loyalty to a staff member who may be affected by repercussions.~~
6. ~~Don't necessarily end the investigation on behalf of a complainant, student or employee, who recants or retracts the complaint. This could be due to embarrassment or discomfort with consequences.~~
7. ~~Under existing law, administrators may be held personally liable for harassment by an employee they supervise.~~

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# Series 5000

## Students

### ADMINISTRATIVE REGULATIONS REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

#### Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.

6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

**Sexual Violence:** *Sexual violence, which includes (without limitation) rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment.* For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

### Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints, *and facilitates the school's efforts to effectively support the needs of students.*

2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she or his/her parent/legal guardian should make a written complaint to *the building Title IX Coordinator (see attached list)* or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

3. The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement ~~of the circumstances constituting~~describing the alleged harassment/discrimination; and
- H. Remedy requested.

4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure in his/her own words. In appropriate circumstances, such as due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.

5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.

6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.

7. The Title IX Coordinator or designee shall promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.

8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the District's ability to investigate and/or take corrective action may be limited.

9. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:

a) offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have. The complainant will be offered the opportunity to have his/her parent(s)/legal guardian(s), one school counselor, and/or one teacher attend this meeting for the purposes of support. The role of the parent/legal guardian, school counselor, and/or teacher is to support the complainant and not to make statements for or on behalf of the complainant. After this meeting, the complainant may meet with his/her school counselor for any additional support and/or resources as necessary.

b) provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;

c) consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;

d) *consider whether any interim measures may be appropriate for the alleged perpetrator, pending the outcome of the investigation*

~~e~~) investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

~~e~~f) consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;

~~f~~g) communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within sixty (60) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

~~g~~h) when sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment;

10. If the student complainant or alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he/she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, within fifteen (15) school days following the receipt of the written request for review.

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER (617) 289-0111).

Copies of this regulation will be distributed to all students.

Title IX Coordinator

The Title IX Coordinator for the \_\_\_\_\_ Board of Education  
is: \_\_\_\_\_, whose office is located at  
\_\_\_\_\_ and whose telephone number is  
\_\_\_\_\_.

Regulation approved:

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

7/22/16

**COMPLAINT FORM REGARDING SEX DISCRIMINATION  
AND SEXUAL HARASSMENT (STUDENTS)**

Name of the complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

\_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

\_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment \_\_\_\_\_

\_\_\_\_\_

Detailed statement ~~of the circumstances constituting~~ describing the alleged discrimination or  
harassment \_\_\_\_\_

\_\_\_\_\_

Remedy requested

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Administrative Regulations Regarding Sex Discrimination and Sexual Harassment

### Focus Group Suggestions – STUDENTS

Suggestion	Response
“Sexual Assault” needs to be included in definitions or included as mentioned under “sexual violence”	Change definition of sexual violence to: “Sexual violence, which includes (without limitation) rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment.”
Request that the policy address when multiple persons make a complaint or the event has occurred multiple times	The policy remains the same; each complaint must be addressed individually.
Questions about the term “deemed appropriate.” More than the Superintendent or Designee should make this determination	Leave as is. All individuals interviewed are not necessarily and automatically relevant to the complaint. The complainant can help make this determination under the regulations.
More Title IX Coordinators be trained and the names of the Title IX Coordinators be listed	Done. See attached list.
Regulations need to be more accessible to students and families	Online under Westport Board of Education Policies 5145.5
Too much use of the word “alleged” throughout the policy	We must use the word “alleged” in the policy. Our Student Discipline policy addresses consequences of guilt or innocence.
3G-remove the word “circumstances” and replace with another	Revise to “Detailed statement describing the alleged harassment/discrimination”
The word “alleged” should be removed from the letter sent home	We must use the word “alleged” because it is prior to the investigation
Under complaint procedure it should be noted that although complaints should be filed within 30 days they will still be taken after that time	The word “Preferably” under Complaint Procedure #1 adequately addresses this. Added to regulation: Timely reporting of complaints facilitates the investigation and resolution of such complaints, and facilitates the school’s efforts to effectively support the needs of students.
A separate and “user friendly” document should be given to the complainant explain the process (sheet with bullet points of “rights.”)	In process.
The complainant should be given the option to write in his/her own words what happened	Change wording under Complaint Procedures, #4 to “...to make a written complaint pursuant to the above procedure in his/her own words...”
Sexual assault and harassment should be added in the contract creed for extracurriculars and sports	No changes made to regulations. Current regulations are applicable in a school setting, which includes co-curricular activities and sports.
There should be an option to bring a counselor, teacher or friend while making the complaint	Change to include counselor or teacher, but not a friend due to confidentiality of the investigation



Examples of possible remediation such as suspension, expulsion or removed from extracurriculars should be spelled out	Not added.
A list of outside resources should be given after the complaint is made	To be determined.
A meeting with the student's counselor should be offered after the complaint is made	Add wording to Complaint Procedures, #9, a) The complainant will be offered the opportunity to have his/her school counselor and/or one teacher attend this meeting for the purposes of support. The role of the counselor and/or teacher is to support the complainant and not to make statements for or on behalf of the complainant. After this meeting, the complainant may meet with his/her school counselor for any additional support and/or resources as necessary.
After a sexual harassment complaint the student should be removed to avoid a hostile environment	Cannot do this prior to the outcome of the investigation
The name of the accused should be shared with others for the purpose of safety. Students should not be told to keep the information private.	Cannot do because of student confidentiality laws (FERPA)

#### Focus Group Suggestions – PARENTS

<b>Suggestion</b>	<b>Response</b>
More understandable language for students. 1-2 page paper to explain procedure as an accompanying document. This could provide guiding questions and prompts	In process.
Page 3, letter H: "Remedy requested;" not sure what this means. Provide examples of what students may write or say as part of a complaint. For example, what does "unwanted attention" look or sound like in a middle-school situation?	"Remedy" is a legal term of art, and it is the word used in case law and formal guidance in reference to the means by which sexual harassment violations are corrected and related rights are enforced.
Provide education for students regarding definitions of sexual harassment, sexual violence, etc.	Student "webinar" being created.
Reads like it is trying to protect the district	
"Culture problem" larger than the school	Not an issue addressed in regulations.
Change "sex discrimination" to "gender discrimination"	We must leave as is to conform with the language used in the applicable federal statutes

	and their implementing regulations
Further define “consent” and “touching of a sexual nature”	No changes made to regulations.
Definitions: touching can be more than harassment. Do we need to include sexual assault or misconduct?	Expand definition of sexual violence.
More student education on the topic	Student “webinar” being created.
Provide a list of informal remedies for students for students to take when they are uncomfortable with how a students is acting	In process.
Expand section on retaliation	Sent to Jessica 5/19
Allow a student to bring a trusted adult with them when they are making a complaint	Revise to include language regarding trusted adult, counselor, or teacher.
Provide additional resources for students (before, during after complaint process) to help students understand the process	In process.
Include language on school limitations in the investigative process	No additions made.

**Series 5000**

**Students**

**Bullying Prevention and Intervention Policy**

The Westport Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and

expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, **“Teen Dating Violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Westport Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying; bullying and teen dating violence
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation [described in subdivision \(4\), above](#);
- (9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the

measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;

- (10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (18) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a [or 10-222j](#).

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under

the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Westport Board of Education shall submit its Safe School Climate Plan to the Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

Conn. Gen. Stat. 10-145a

Conn. Gen. Stat. 10-145o

Conn. Gen. Stat. 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

[Conn. Gen. Stat. § 10-222j](#)

[Conn. Gen. Stat. § 10-222k](#)

[Conn. Gen. Stat. § 10-222l](#)

Conn. Gen. Stat. §§ 10-233a through 10-233f

~~Public Act 14-172, "An Act Concerning Improving Employment Opportunities  
Through Education And Ensuring Safe School Climates"~~

~~Public Act 14-232, "An Act Concerning The Review And Approval Of Safe School  
Climate Plans By The Department Of Education And A Student Safety Hotline  
Feasibility Study"~~

~~Public Act 14-234, "An Act Concerning Domestic Violence And Sexual Assault"~~

7/28/14

Policy adopted:	December 16, 2002	WESTPORT PUBLIC SCHOOLS
	Amended: 6/18/07; 8/25/08;	Westport, Connecticut
	12/19/11; 9/8/14	



**REPORT OF SUSPECTED BULLYING BEHAVIORS OR TEEN DATING VIOLENCE**  
(School Employees Should File with the School Principal)  
(Parents and Students May File with the School Principal or Any Other School Employee)

**Name of Person Completing Report:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Target(s) of Behaviors/Violence:**

\_\_\_\_\_

**Relationship of Reporter to Target (self, parent, teacher, peer, etc.):**

\_\_\_\_\_

\_\_\_\_\_

**Report Filed**

**Against:** \_\_\_\_\_

**Date of Incident(s):** \_\_\_\_\_

**Location(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Describe the basis for your report. Include information about the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times and places.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate if there are witnesses who can provide more information regarding your report. If the witnesses are not school district staff or students, please provide contact information.

Name	Address	Telephone Number

Have there been previous incidents (circle one)?      Yes      No

If "yes", please describe the behavior of concern, or the violence that occurred; include the approximate date(s) and the location(s):

Were these incidents reported to school employees (circle one)?      Yes      No

If "Yes", to whom was it reported and when?

Was the report verbal or written?

**Proposed Solution:**

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter	Date Submitted	Received By	Date Received
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7/28/14





**INTERNAL INVESTIGATION NOTES FOR REPORTS OF BULLYING BEHAVIORS**

**For Staff Use Only:**

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**Has student reporter requested anonymity?**      Y      N

**Does the school have parent/guardian consent to disclose the student's name in connection with the investigation?**      Y      N

**Administrative Investigation Notes (use separate sheet if necessary):**

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**Bullying Verified?**    Yes \_\_\_\_      No \_\_\_\_

**Remedial Action(s)**

**Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach -bullying complaint and witness statements. If bullying is verified, attach notification to parents of students involved, invitation to parent meetings, and records of parent meetings).

7/28/14



**REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

**For Staff Use Only:**

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**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

**Reporter Information:**

Anonymous student report \_\_\_\_\_

Staff Member report \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian report \_\_\_\_\_ Name \_\_\_\_\_

Student report \_\_\_\_\_ Name \_\_\_\_\_

**Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_

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**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_

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**Action of Reporter:** \_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**

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Bullying Verified? Yes \_\_\_\_ No \_\_\_\_

Remedial Action(s) Taken: \_\_\_\_\_

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**If Bullying Verified, Has Notification Been Made to Parents of Students Involved?**

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

**If Bullying Verified, Have Invitation to Meetings Been Sent to Parents of Students Involved?**

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

**Date of Meetings:**

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**If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?**

Y      N

**(Attach bullying complaint and witness statements. If bullying is verified, attach notification to parents of students involved, invitations to parent meetings, and records of parent meetings).**

3/26/12



## REPORT OF BULLYING/CONSENT TO RELEASE STUDENT INFORMATION

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

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To Parent/Guardian:

A report of bullying has been made on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the report, the Westport Public Schools may need to disclose the fact that this complaint has been filed in connection with investigation.

*(Please check one):*

\_\_\_\_\_ I hereby give permission for the Westport Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_ I do **NOT** give permission for the Westport Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

3.26.12

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

A report of teen dating violence has been made on behalf of your child alleging that he/she has been the victim of teen dating violence. In order to facilitate a prompt and thorough review of the report, the Westport Public Schools may wish to disclose the fact that this complaint has been filed in connection with its review.

\_\_\_\_\_ I hereby give permission for the Westport Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its review of that complaint.

\_\_\_\_\_ I do **NOT** give permission for the Westport Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its review of that complaint.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name (Please print)

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**P5131.912**

## **Students**

### **Safe School Climate Plan**

The Westport Public Schools adopts this policy that is guided by the fundamental belief that each and every school community member should be treated with dignity, should have the opportunity to learn, work, interact, and socialize in physically, emotionally and intellectually safe respectful and positive school environments as well as the opportunity to experience high quality relationships. Schools, therefore, have the responsibility to promote conditions designed to create maintain, and nurture positive school climate.

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying, cyberbullying and teen dating violence and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, and teen dating violence, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

#### **I. Prohibition Against Bullying, Teen Dating Violence and Retaliation**

- A. The Board expressly prohibits any form of bullying behavior and teen dating violence on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process;

- D. In addition to prohibiting student acts that constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- E. Students who engage in bullying behavior or teen dating violence in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

## **II. Definition of Bullying**

- A. **“Bullying”** means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:
  - 1. causes physical or emotional harm to such student or damage to such student’s property;
  - 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - 3. creates a hostile environment at school for such student;
  - 4. infringes on the rights of such student at school; or
  - 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

## **III. Other Definitions**

- A. **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;



- C. **“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **“Prevention and intervention strategy”** may include, but is not limited to, (1) implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, ~~and~~ (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, and (9) culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.
- G. **“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **“School employee”** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **“School-Sponsored Activity”** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

- J. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

#### **~~IV. Declarations~~**

##### **~~I. Applicable Standards:~~**

###### **~~A. For School Employees:~~**

- ~~1. All certified educators in the State of Connecticut are accountable for compliance with the regulations enacted by the Connecticut State Department of Education and the Bureau of Education Standards and Certification, including, but not limited to the Connecticut Code of Professional Responsibility For Teachers, Regulations of Connecticut State Agencies, (Section 10-145d0400a) and the Connecticut Code of Professional Responsibility For Administrators, Regulations of Connecticut State Agencies (Section 10-145d0400b) (collectively “Codes”), as they may be amended from time to time.~~
- ~~2. All school employees are accountable for compliance with the policies and procedures of the Board applicable to personnel, including, but not limited to non-discrimination, conduct and professional rights and responsibilities.~~

###### **~~B. For Students:~~**

- ~~1. All students are accountable for compliance with applicable codes of student conduct, policies and procedures for student participation and behavior.~~

###### **~~C. For Board Members:~~**

- ~~1. Board Members are accountable for compliance with the Board’s Code of Ethics and applicable Board By-laws governing Board member conduct.~~

###### **~~D. For Persons Contracted to Provide Services to the Board:~~**

- ~~1. Persons contracted to provide services to the Board (such as bus drivers, consultants, evaluators or the like) are accountable for compliance with such codes of ethics as may apply professionally, the terms of any such contract, as well as the policies and procedures of the Board generally applicable to persons on school property.~~

###### **~~E. For Other Participants in the School Community:~~**

- ~~1. Parents/guardians, family members, visitors and other persons on school property or otherwise participating in programs or services of the Westport Public Schools are accountable for conducting themselves in accordance with applicable policies and procedures pertaining to such participation.~~

#### **IV. Leadership and Administrative Responsibilities**

A. Safe School Climate Coordinator

The Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

1. be responsible for implementing the district’s Safe School Climate Plan (“Plan”);
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district’s Plan.

B. Safe School Climate Specialist

The Principal of each school (or principal’s designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

**VI. Development and Review of Safe School Climate Plan**

- A. The Principal of each school shall establish a committee or designate at least one existing committee (“Committee”) in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) implement the provisions of the school security and safety plan, regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying; 4) review and amend school policies relating to bullying; ~~4~~5) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; ~~5~~6) educate students, school employees and parents/guardians on issues relating to bullying; ~~6~~7) collaborate with the Coordinator in the collection of data regarding bullying; and ~~7~~8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student,

including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

- D. The Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the ~~Department~~Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

## **VII. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.
- D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. The Safe School Climate Specialist shall also be responsible for promptly notifying the parents or guardians of the student alleged to have committed an act or acts of bullying, and the parents or guardians of the student against whom such alleged act or acts were directed, that an investigation has commenced. In order to allow the district to adequately

investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

## **VIII. Responding to Verified Acts of Bullying**

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight (48) hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, The Westport Public Schools will take care ~~must be taken~~ to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall invite the parents or guardians of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and policies and procedures in place to prevent further acts of bullying. The Safe School Climate Specialist or designee shall also invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the previously described meeting, to discuss specific interventions undertaken by the school to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A.
- C. If ~~bullying~~ is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource office, if any, and other individuals the principal or designee deems appropriate.

- F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity or expression), the Safe School Climate Specialist or designee shall also coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator, etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

#### **IXVIII. Teen Dating Violence**

- A. The school strictly prohibits, and takes very seriously any instances of, teen dating violence, as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.
- B. Students and parents (or guardians of students) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.
- C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

#### **IX. Documentation and Maintenance of Log**

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon



request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

## **XI. Other Prevention and Intervention Strategies**

- A. Bullying behavior and teen dating violence can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or to teen dating violence. While conduct that rises to the level of “bullying”, or “teen dating violence,” as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint of bullying. As discussed below, schools may also consider appropriate alternatives to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying and teen dating violence:

### **i.(1) Non-disciplinary interventions**

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students

may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

When an act or acts of teen dating violence are identified, the students involved may be counseled as to the seriousness of the conduct, the prohibition of teen dating violence, and their duty to avoid any such conduct. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

### (2) Disciplinary interventions

When acts of bullying are verified or teen dating violence occurs, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints of bullying, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and teen dating violence, and/or when past interventions have not been successful in eliminating bullying behavior.

### (3) Interventions for bullied students and victims of teen dating violence

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or victim of teen dating violence may include the following:

- a. Referral to a school counselor, psychologist or other appropriate social or mental health service;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations or instances of teen dating violence;



- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan;
- f. Restitution and/or restorative interventions; and
- g. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence.

#### ~~iv.~~(4) General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. Additional district actions may also ameliorate potential problems with teen dating violence. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence are likely to occur.
- c. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX sex discrimination/~~Sexual~~~~sexual~~ harassment~~harassment~~ prevention training, Section 504/ADA ~~Training~~~~training~~, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;

- f. Student peer training, education and support; and
  - g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
  - h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence, including any such program identified by the Department of Education;
  - i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
  - j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying and teen dating violence, with a focus in evidence based practices concerning same;
  - k. Use of peers to help ameliorate the plight of victims and include them in group activities;
  - l. Avoidance of sex-role stereotyping;
  - m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
  - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
  - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
  - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere;
  - q. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”
- E. Funding for the school-based bullying intervention and school climate improvement strategy may originate from public, private, federal or philanthropic sources.

## **XII. Improving School Climate**

The Westport Public Schools are committed to improving school climate. District curricula, including a comprehensive social skills curriculum and developmental counseling curriculum instruct students in pro-social behaviors such as respect, tolerance, and safety. These concepts and behaviors are reinforced through our academic curriculum. District Health curriculum addresses developing healthy behaviors and relationships, and respecting others in person and through social media. District staffing includes school psychologists, counselors, social workers, teachers and administrators used to develop relationships with students at all levels and provide a variety of prevention and intervention efforts for all students. Individual schools through their school climate teams review and analyze data from a variety of sources to continuously improve climate and address student, faculty, and parent needs related to fostering a positive school climate. Schools and district level staff members collaborate with community agencies to coordinate efforts for students and families in need.

## **XIII. Annual Notice and Training**

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.
- D. ~~After July 1, 2014, a~~Any person appointed by the district to serve as district safe school climate coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.

## **XIIIIV. School Climate Assessments**

Biennially, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Connecticut State Department of Education.

## **~~XV. Accountability:~~**

- ~~A. The Board shall establish, foster, support and maintain a "no fault" framework and promote a culture of trust. Such a framework and culture is evident by a shared intent to:~~
  - ~~1. Take collective responsibility for what has been accomplished and/or not accomplished;~~

- ~~2. Learn from what has been done well and not so well;~~
- ~~3. Work together to improve the quality and character of school life;~~
- ~~4. Create a highly effective professional learning community (PLC) whose responsibility it is to:~~
  - ~~• Establish norms, values and goals that encourage and support collaborative and courageous leadership;~~
  - ~~• Model and provide high quality academic, social, emotional and ethical learning; and~~
  - ~~• Engage in ongoing reflection and evaluation.~~
- ~~B. The Board shall hold itself, its individual members, and the Superintendent to the standards of this Policy and promote its intent and goals.~~
- ~~C. The Superintendent shall hold himself/herself, the staff, the students and other members of the school community to the standards of this Policy.~~

#### Legal References:

Conn. Gen. Stat. § 10-222d

[Conn. Gen. Stat. § 10-222g](#)

[Conn. Gen. Stat. § 10-222k](#)

[Conn. Gen. Stat. § 10-222l](#)

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009  
(March 16, 2009)

~~Public Act 14-172, “An Act Concerning Improving Employment Opportunities  
Through Education And Ensuring Safe School Climates”~~

~~Public Act 14-232, “An Act Concerning The Review And Approval Of Safe School  
Climate Plans By The Department Of Education And A Student Safety Hotline  
Feasibility Study”~~

~~Public Act 14-234, “An Act Concerning Domestic Violence And Sexual Assault”~~

7/28/14

