

# **Special Darien Board of Education**

## **Policy Committee Meeting**

**Friday, October 22, 2021**

**8:30 a.m.**

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

### **AGENDA**

- 1. Proposed Revised Board Policy 9350, Quorum and Voting Procedures**
- 2. Proposed New Board Policy 1310, School Security and Safety**
- 3. Update on Policy Audit**
- 4. Public Comment\***
- 5. Adjournment**

**\* \* The Board of Education meeting will be available to the public in person and via Zoom. In-Person attendance at the Board meeting is limited by room capacity and social distancing requirements. All members of the community must wear masks regardless of vaccination status. Only 14 seats are available for the public which will be available on a first come, first serve basis. Doors open at 8:15 a.m. for the 8:30 a.m. meeting. If you are present and wish to give public comment but are unable to get a seat, you will be required to wait outside and you will be invited into the room when it is your turn to speak. Those members of the community wishing to participate in public comment may join the meeting via Zoom:**

**<https://darienps.zoom.us/j/99725915777>**

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

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

# Memorandum

To: Board of Education

From: Kathrine Stein  
Marjorie Cion

Date: October 22, 2021

Re: Items for Upcoming Policy Committee Meeting

The administration is recommending that the Policy Committee consider revisions to Board Policy 9350 and the adoption of new Board Policy 1310. We are also providing the Policy Committee with an update of the policy audit.

**Board Policy 9350, Quorum and Voting Procedures** has been revised so that it aligns with the changes recently made to Board Policy 9310, which allow Board members to participate and vote electronically. The proposed changes to this Policy also eliminate the language that requires a majority vote in order to pass any motion since those requirements are also covered in Policy 9310. The remaining revisions clarify the meaning of a Board member's vote to abstain on any motion and that a Board member should not vote on any motion in which he/she has either a pecuniary or a personal interest.

**Policy 1310, School Security and Safety** codifies State law and District practice, which require the District to develop a security and safety plan, implement Security and Safety Committees at each school and District-wide, train District employees on the Plan, and conduct security assessments at each school in the District.

## **Policy Audit**

The administration has concluded the initial stage of the policy audit requested by the Board of Education, which involves a comparison between Shipman and Goodwin's Model Policies and the Board's current Policies. The audit has been reviewed with the Chair of the Policy Committee. There are only a handful of Model Policies that the District should consider adopting, and a much larger number of Policies that the District has enacted that do not appear in Shipman and Goodwin's Model Policy library. Jessica Smith of Shipman and Goodwin confirmed that Shipman and Goodwin limits the creation of Model Policies to those policies that are required by law or regulation. The firm will support the Board in the review of the Board's policies that do not have a corresponding Shipman Model Policy. There are a number of Board policies that require "technical" revisions. For the purpose of this audit, technical revisions include either stylistic changes or changes to legal citations but do not affect the substance of the Policy. Future agendas for the Policy Committee will include consideration of necessary revisions to current policies as well as recommendations to adopt those Model Policies that Shipman and Goodwin has developed and for which there are no corresponding District policies. The administration intends to recommend these proposed revisions in numerical order, beginning with

the policies contained in Series 1000 Community/Board Operations. The District may, from time to time, also recommend additional new Board Policies that are deemed necessary for the efficient and effective operation of the District and to consider additional new Policies as directed by the Board of Education.

DARIEN PUBLIC SCHOOLS  
Darien, Connecticut

Series 9300  
Board Meetings

Policy 9350

**QUORUM AND VOTING PROCEDURES**

1. Quorum:
  - A. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.
2. Voting Procedures:
  - A. No member ~~may can~~ vote on a question in which he/she has a direct personal or pecuniary interest.
  - B. Members may vote for themselves for any office or other position.
  - C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
  - D. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
  - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
  - F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.
  - G. ~~All motions shall be carried by a majority of the members present and voting, unless otherwise required by Board policy or law.~~
  - H. ~~A member must be physically present at the meeting to be eligible to vote.~~

ADOPTED: December 9, 2008  
REVISED: \_\_\_\_\_

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**Series 1000**  
**Community/Board Operation**

**Policy 1310**

**SCHOOL SECURITY AND SAFETY**

The Darien Board of Education (the “Board”) will develop and implement an all-hazards district security and safety plan with a school-specific annex for each school within the district or a school security and safety plan for each school within the district to bolster their existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats.

Security and safety plans will be based on the school security and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection and will adhere to the requirements of state law.

Security and safety plans should be kept securely and will only be provided to the Board, school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders, local municipal officials or other persons authorized by the Board or the Superintendent (e.g., consultants, contractors). Pursuant to Connecticut General Statutes § 1-210(b)(19), the plan will not be available to the public.

**Legal References:**

**State Law:**

Conn. Gen. Stat. § 1-210 (b)(19)

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 10-222n

Conn. Gen. Stat. § 10-231

Conn. Gen. Stat. § 28-7

**State Standards:**

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*.

**Federal Guidance:**

Federal Emergency Management Agency, *Guide for  
Developing High-Quality School Emergency Operations  
Plans*, June 2013

ADOPTED \_\_\_\_\_

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**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**Series 1000**  
**Community/Board Operation**

**Policy 1310**

**SCHOOL SECURITY AND SAFETY ADMINISTRATIVE REGULATIONS**

**I. Security and Safety Committee**

The Board of Education (the “Board”), through the Superintendent, shall establish a school security and safety committee at each school under the jurisdiction of the Board. The school security and safety committee is responsible for assisting in the development of the security and safety plan and in administering the plan.

The school security and safety committee shall include in its membership a local police officer, a local first responder, a teacher employed at the school, a building administrator employed at the school, a mental health professional, a parent or guardian of a student at the school and any other person the Board deems necessary [**such as custodian, property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, or school nurse**]. Subject matter experts, including but not limited to the local public works director, food services director, the Superintendent of Schools, additional law enforcement members or first responders and representatives of the municipality or others shall be invited to participate as needed.

The committee will meet at least annually to review and update the school’s security and safety plan as necessary. In determining whether the security and safety plan requires updating, the committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. The security and safety committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying and shall report such information, as necessary, to the district safe school climate coordinator.

Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act (“FERPA”) and the district’s Confidentiality and Access to Student Information policy and regulations. Specifically, any parent/guardian serving as a member of the school security and safety committee shall not have access to any information reported to the committee or participate in any activities which may compromise the confidentiality of any student.

**II. Security and Safety Plan**

Each school security and safety plan will be created using the format prescribed by the Connecticut State Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security. The Board will submit the finalized

school security and safety plan for each school to the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security Regional Coordinator. On or before November 1<sup>st</sup> of each school year, the Board will submit to the Department of Emergency Management and Homeland Security Regional Coordinators one of the following: (1) those pages of the district's plans that been updated; (2) the form provided by the Department of Emergency Management and Homeland Security that the district's plans have not changed, along with an updated signature page; or (3) a revised plan if a current plan has undergone a major revision.. Additionally, each plan will be filed as an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. § 28-7. A reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

### **III. Training and Orientation for School Employees**

Each school employee at the school shall receive an orientation on the district security and safety plan, including the school-specific annexes relevant to that employee, or the school's security and safety plan. Additionally, each school employee at the school shall receive violence prevention training in a manner described in the security and safety plan. The training will be conducted in cooperation with the school safety and security committee and may include other municipal or emergency officials and services. The goal of the orientation and training is to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness and response.

### **IV. Assessments**

At least every two years, the Board shall conduct a security and vulnerability assessment for each school in the district. Each school's security and safety committee shall be advised of the results of the assessment for the committee's school and such results shall be considered by the committee in updating and revising the security and safety plans.

Local law enforcement and other public safety officials including the local emergency management director, fire marshal, building inspector and emergency medical services representative shall each evaluate, score and provide feedback on a representative sample of fire drills and crisis response drills at each school in the district. By July 1<sup>st</sup> of each year, the Board shall submit a report to the Department of Emergency Management Homeland Security Regional Coordinator regarding types, frequency and feedback related to the fire drills and crisis response drills.

### **Legal References:**

State Law:

Conn. Gen. Stat. § 1-210 (b)(19)



Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 10-222n

Conn. Gen. Stat. § 10-231

Conn. Gen. Stat. § 28-7

State Standards:

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*.

Federal Guidance:

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

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

**POLICY AUDIT**  
**Darien Public Schools**

<b>Policy Number</b>	<b>Policy Title</b>	<b>Required Revision</b>	<b>Last Revision</b>	<b>Type of Revision</b>	<b>Notes</b>
<b>Series 1000 – Community/Board Operations</b>					
1025	Automatic External Defibrillators	Yes	2015	Content Change	
1050	Possession of Deadly weapons or Firearms	Yes	2015	Technical	
1075	Green Cleaning Programs	Yes	2021	Technical	
1300	Non-Discrimination(Community)	Yes	2018	Technical	
1100	Pesticide Application on School Property	Yes	2015	Technical	
1125	Pool Safety Plan	Yes	2015	Technical	
1150	Sexual Offenders	Yes	2015	Technical	
1175	Prohibition Against Smoking	Yes	2015	Content	
1200	Use of School Facilities	No	2021	Technical	
1225	Visitors	No	2021	Content	
1250	School Volunteers, Student Interns and Other Non-Employees	No	2021		
1275	Freedom of Information and Freedom of Information Request Log	Yes	2017	Clarifications Needed	
1300	Non Discrimination (Community)	Yes	2018	Technical	Previously discussed at Policy Committee in March 2020 and Recommended
1310	Security and Safety Plan	YES	NEW		Policy Committee 10/22/2021
<b>Series 200 - Administration</b>					
2100	Goals of Administrative Body	TBD	2008	No Model Policy	Shipman will Review
2210	Duties of the Superintendent of Schools	TBD	2008	No Model Policy	Shipman will Review

**POLICY AUDIT**  
**Darien Public Schools**

2220	Recruitment and Appointment of the Superintendent of Schools	TBD	2008	No Model Policy	Shipman will Review
2230	Superintendent's Contract	TBD	2008	No Model Policy	Shipman will Review
2240	Superintendent of Schools- Opportunities for Development	TBD	2008	No Model Policy	Shipman will Review
2250	Superintendent of Schools - Evaluation	TBD	2008	No Model Policy	Shipman will Review
2260	Unavailability of the Superintendent	TBD	2008	No Model Policy	Shipman will Review
2310	Administrative Team	TBD	2008	No Model Policy	Shipman will Review
2410	Dissemination and Implementation of Policies and Administrative Regulations	TBD	2008	No Model Policy	Shipman will Review
2420	Uniform Treatment of Recruiters	YES	2008	Technical	
2610	Annual Report of the School District	TBD	2008	No Model Policy	Shipman will Review
2700	Policy Regarding Retention of Electronic Records and Information	NO	2021	Current	
2800	Hold on Destruction of Records (Litigation)	NO	2021	Current	
<b>SERIES 3000 - BUSINESS</b>					
3025	Individuals with Disabilities Education Act Fiscal Compliance	YES	2014	Technical	
3050	Board Budget procedures and Line Item Transfers	NO	2019	Current	
3075	Disposal of Obsolete or Surplus Equipment Materials	NO	2015	Current	

**POLICY AUDIT**  
**Darien Public Schools**

3100	Gifts, Grants and Bequests to the District	NO	2015	Current	
3125	Purchasing	Yes	2015	Substantive	
3150	School Activity Funds	YES	2015	Technical	
3175	Code of Conduct for Federal Procurements	YES	2021	Appendix for Fed Code	
<b>Series 4000- Personnel</b>					
4025	Reports of Suspected Abuse or Neglect of Children	YES	2015	Technical	
4050	Reports of Suspected Abuse or Neglect of Adults	YES	2018	Technical	
4075	Alcohol, Tobacco and Drug Free workplace	YES	2015	Electric Cigarettes	
4100	Concussion Training for Athletic Coaches	YES	2015	Technical	
4111	Equal Opportunity for Employment/Affirmative Action	YES	2013	Repeal and replace with Shipman's Model Policy on Non-Discrimination	
4118	Sex Discrimination and Sexual Harassment in the workplace	YES	2021	To include gender identity and sexual orientation	
4125	Evaluation Termination and Non-Renewal of athletic Coaches	YES	2015	Technical and Definition of AD	
4150	Bloodborne Pathogens	YES	2015	Technical	
4175	Prohibition on Recommendation for Psychotropic Drugs	YES	2015	Technical	
4225	Minority Staff Recruitment	YES	2015	Technical	
4250	Employee Checks	YES	2016	Substantive	
4275	Family and Medical Leave	YES	2015	Technical	

**POLICY AUDIT**  
**Darien Public Schools**

4300	Employee Use of the District's Computer Systems and Electronic Communications	YES	2015	Technical	
4325`	Hiring of Certified Staff	YES	2016	Shipman Model Policy does not include the Regulations that specify the process. The District should have flexibility in determining the process.	
4350	Hiring of Non Certified Staff	YES	2016	Shipman Model Policy does not include the Regulations that specify the process. The District should have flexibility in determining the process. Many times a Central office administrator is involved in the interview at the building.	
4400	Social Media	YES	2016	Technical	
4430	Sudden Cardiac Awareness for Athletics	YES	2018	Technical	
4425	Criminal Justice Information	NO	2019		

**POLICY AUDIT**  
**Darien Public Schools**

	Code of Ethics	YES		Includes provisions that support the District's work	
TBD	Nepotism	YES	NEW		
TBD	Section 504 – ADA Personnel	YES	NEW		
<b>Series 5000 - Students</b>					
5025	Management Plan and Guidelines for Students with Food allergies and/or Glycogen Storage Disease	YES	2015	Substantive	
5050	Administration of Student Medication in Schools	YES	2015	Substantive	
5075	Physical Activity and Student Discipline	NO	2021		
5100	Restraint and Seclusion of Persons at Risk	YES	2018	Technical	
5110	School Attendance Districts	TBD	2009	No Model Policy	Shipman will Review
5125	Section 504 of the Rehabilitation Act of 1973	YES	2020	Technical	
5130	Student Attendance and Truancy	NO	2020		
5140	Continuity of Attendance	TBD	2009	Some of this is covered in Policy 5130	
5150	Admission of Non-Resident and Exchange Students	TBD	2009	No Model Policy	Shipman will Review
5160	Dismissal Precautions	TBD		No Model Policy	Shipman will Review
5175	Bullying Prevention and Intervention and Safe School Climate Plan	NO	2021		
5200	Homeless Children and Youth	NO	2021		

**POLICY AUDIT**  
**Darien Public Schools**

5210	Student Government	TBD	2009	No Model Policy	Shipman will Review
5215	Standards of Conduct	TBD	2009	No Model Policy	Shipman will Review
5220	Student Discipline	NO	2021		
5225	Drug and Alcohol Use by Students	YES	2009	Substantive	
5230	Chemical Health Policy for Student Athletes and Students Participating in Extracurricular Activities	YES	2017	Technical	
5235	Conduct on School Buses	TBD	2009	No Model Policy	Shipman will Review
5240	Hazing	TBD	2009	No Model Policy	Shipman will Review
5250	Misconduct Related to Voluntary School Organizations and Activates	TBD	2017	No Model Policy	Shipman will Review
5255	Search and Seizure	YES	2009	Technical	
5260	Use of Reasonable Physical Force	TBD	2009		
5265	Confidentiality and Access to Education Records	Yes	2009	Substantive	
5270	Pledge of Allegiance	NO	2009		
5275	Sex Discrimination and Sexual Harassment	YES	2021	Substantive	
5280	Dress Code	YES	2009	Substantive	
5300	Student Use of the District's Computer Systems and Electronic Communications	NO	2020		
5310	Insurance Program	TBD	2009	No Model Policy	Shipman will Review
5320	Health Services and Requirements	TBD	2009	No Model Policy	Shipman will Review
5325	Student Privacy	YES	2015	Substantive	
5330	Health Records	TBD	2009	No Model Policy	Shipman will Review
5340	Physical Examinations/Screenings	YES	2009		

**POLICY AUDIT**  
**Darien Public Schools**

5350	Immunizations	YES	2009		
5375	Suicide Prevention and Intervention	YES	2015	Technical	
5380	Student Wellness	YES	2009		
5395	Transportation	YES	2021	To include language from Conduct on Buses	
5410	Awards and Scholarships	TBD	2009	No Model Policy	Shipman will Review
5610	Gifts	TBD	2009	No Model Policy	Shipman will Review
5620	Fundraising Activities	YES	2009	Review with Student Activity Manual/Crowdfundin g	
5710	Non-Discrimination of Students	YES	2013		
5820	Student Sunscreen Application	YES	2019	Technical	
<b>Series 6000 - Instruction</b>					
6100	School Year Calendar	TBD	2009	No Model Policy	Shipman will Review
6210	Curriculum Adoption and Revision	TBD	2009	No Model Policy	Shipman will Review
6220	Curriculum Guides and Course Outlines	TBD	2009	No Model Policy	Shipman will Review
6230	Program Assessment	TBD	2009	No Model Policy	Shipman will Review
6310	Teaching About Religion	TBD	2009	No Model Policy	Shipman will Review
6320	Health Education	TBD	2009	No Model Policy	Shipman will Review
6330	Family Life Education and Instruction on AIDS	TBD	2009	No Model Policy	Shipman will Review
6340	Career and Vocational Education	TBD	2009	No Model Policy	Shipman will Review
6350	Programs for Exceptional Children	TBD	2009	No Model Policy	Shipman will Review
6360	Homebound Instruction	TBD	2009	No Model Policy	Shipman will Review



**POLICY AUDIT**  
**Darien Public Schools**

6370	Summer School	TBD	2009	No Model Policy	Shipman will Review
6410	Student Organizations	TBD	2009	No Model Policy	Shipman will Review
6420	Student Publications	TBD	2009	No Model Policy	Shipman will Review
6430	Intramural Programs	TBD	2009	No Model Policy	Shipman will Review
6440	Interscholastic Programs	TBD	2009	No Model Policy	Shipman will Review
6450	Continuing Education Program	TBD	2009	No Model Policy	Shipman will Review
6510	Class Size	TBD	2016	No Model Policy	Shipman will Review
6520	Independent Study	TBD	2009	No Model Policy	Shipman will Review
6610	Instructional Materials – Selection and Adoption	TBD	2009	No Model Policy	Shipman will Review
6620	Instructional Materials – Use of Copyrighted Materials	TBD	2009	No Model Policy	Shipman will Review
6710	Field Trips	YES	2009	Substantive	
6810	Reports of Student Progress	TBD	2009	No Model Policy	Shipman will Review
6820	Homework	YES	2009	Technical	
6830	Honor Rolls	TBD	2009	No Model Policy	Shipman will Review
6840	Graduation Requirements	YES	2019	New requirements take effect in 2023	
6845	Transfer of Credits	TBD	2009	No Model Policy	Shipman will Review
6850	Promotion and Retention	YES	2009	Technical	
6910	Parent Teacher Communication	YES	2009	Substantive	
6920	Weighted Grading for Honors Classes	YES	2009	Substantive	
6930	Parental Access to Instructional Material	YES	2009	Substantive	
TBD	Credit for Online Courses	YES	NEW		
TBD	Curricular Exemptions	YES	NEW		
TBD	IDEA – Alternative Assessments	YES	NEW		

**POLICY AUDIT**  
**Darien Public Schools**

TBD	Parent and Family Engagement for Title 1 students	YES	NEW		
<b>Series 9000 – Board</b>					
9110	Role of Board and Members	NO	2008		
9120	Transaction of Business	YES	2008	Technical	
9130	Oath of Office	NO	2008		
9140	Conflict of Interest	YES	2008		
9150	Qualifications of Board Members	TBD	2008	No Model Policy	Shipman will Review
9160	Filling Vacancies on the Board	YES	2008	Policy currently says that person elected serves only until the next town election	
9170	Removal of Board Officers	NO	2008		
TBD	Code of Conduct for Board Officers	YES	NEW	Includes provisions for Censure	
9210	Officers	YES	2008		
9220	Official Duties-Chairperson	YES	2008	Technical	
9230	Official Duties – Vice-Chairperson	NO	2008		
9240	Official Duties-Secretary	YES	2008	Approve Town Treasurer orders for expenditure for the operation of the school system	
9250	Board-Superintendent Relations	TBD	2008	No Model Policy	Shipman will Review
9260	Committees	NO	2008		
9270	Consultants to the Board	TBD	2008	No Model Policy	Shipman will Review
9310	Meeting Conduct	NO	2021		

**POLICY AUDIT**  
**Darien Public Schools**

9320	Time Place and Notice of Meetings	Consider	2008	Model Policy adds time for beginning meetings and time to end (which may be extended by 2/3 vote)	
9330	Public Meetings and Executive Sessions	NO	2008		
9340	Construction and Posting of Agenda	TBD	2008	No Model Policy	Shipman will Review
9350	Quorum and Voting Procedures	YES	2021	Conflicts with Revised Policy 9310	Policy Committee 10/22/2021
9360	Minutes	YES	2008	Substantive	
9410	Development of Board Policy	NO	2008		
9420	Formulation Adoption Amendment or Deletion of Bylaws	NO	2008		
9430	Formulation Adoption Amendment or Deletion of Policies	NO	2008		
9440	Formulation Adoption Amendment or Deletion of Administrative Regulations	NO	2008		
9450	Suspension of Policies Bylaws or Administrative Regulations	NO	2008		
9510	Orientation for Board Members	TBD	2008	No Model Policy	Shipman will Review
9520	Expense Reimbursement for Board members	YES	2008	Substantive	Shipman will Review
9530	Insurance	TBD	2008	No Model Policy	Shipman will Review
9540	Board Evaluation	TBD	2008	No Model Policy	Shipman will Review