

Special Darien Board of Education

Policy Committee Meeting

Wednesday, January 12, 2022

8:30 a.m.

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

AGENDA

- 1. Election of Committee Chairperson**
- 2. Proposed Revised Board Policies: Policy 1025, Automatic External Defibrillators; Policy 1050, Possession of Deadly Weapons or Firearms; Policy 1075, Green Cleaning Programs; Policy 1125, Pool Safety Plan; Policy 1150, Sexual Offenders; Policy 1175, Prohibition Against Smoking; Policy 1275, Freedom of Information and Freedom of Information Request Log; Policy 1300, Non-Discrimination (Community)**
- 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/98362926478>

Those members of the community wishing to view only, should do so through the Darien Youtube link: <https://www.youtube.com/channel/UCUnvyKBFbFrTWQRuoB6OZA>

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: Marjorie Cion

Date: January 12, 2022

Re: Items for Upcoming Policy Committee Meeting

As we discussed at the Policy Committee meeting on October 22, 2021, the administration is recommending that the Policy Committee begin its work on ensuring that all of its policies are up to date and in compliance with Federal and State laws and regulations as well as best practices. The administration is recommending that the Policy Committee begin with a review of the policies in Series 1000, Community/Board Operation. Many of the changes to the policies in this section are technical in nature.

Board Policy 1025, Automatic External Defibrillators has been revised in accordance with legal trends and best practices relating to the use of an automatic external defibrillator (“AED”) on school property. The requirement for schools to register AEDs with the state has been removed, since that regulation was repealed.

Policy 1050, Possession of Deadly Weapons or Firearms has been revised to clarify that deadly weapon and firearms are prohibited on school transportation. The Policy has also been amended to expand the definition of “peace officer”, to reflect changes in the related statute.

Policy 1075, Green Cleaning Programs has been updated to reflect the correct statutory references. The Policy also contains some stylistic changes suggested by Shipman and Goodwin.

Policy 1125, Pool Safety Plan has been revised to include updated legal citations and to remove certain superfluous language.

Policy 1150, Sexual Offenders has been revised to update legal references and correct the reference to the Connecticut Department of Emergency Services and Public Safety Protection.

Policy 1175, Prohibition Against Smoking has been revised to clarify that smoking is prohibited on school grounds as well as on the real property of any administrative building. The policy has been further revised to clarify the definition of a “vapor product” and to update the legal references.

Policy 1275, Freedom of Information and Freedom of Information Request Log has been revised to clarify that the Freedom of Information Log kept by the District “*may*” include the information enumerated in the policy. Freedom of Information Requests made in the ordinary course of business are often completed electronically and absent abuse of these requests, the “number of pages responsive

to the request” may not always provide relevant information to the Board. Shipman and Goodwin has confirmed that should the District experience a significant increase in the number of FOIA requests, this information may become important to the Board and that all requests during such a period would be handled in the same manner.

Policy 1300, Non-Discrimination (Community) has been revised to remove references to genetic information under the Genetic Information Nondiscrimination Act of 2008, since that Act applies only to employers and their employees and not to the community in general. The Policy has been further revised to clarify that discrimination based on alienage or citizenship status is prohibited by law and that racial discrimination includes discrimination based on certain hairstyles. Further revisions to the policy reflect the changes to the definition of “veteran”, required by Public Act No.21-79. The Policy now clarifies that complaints can be filed regarding either discrimination or harassment and directs individuals who wish to request or discuss accommodations based on religion or disability to contact relevant school officials. The regulations have been revised to reflect that discrimination and harassment complaints against the Superintendent should be filed with the Board Chair. Certain additional timelines, definitions and legal citations have also been clarified.

Policy Audit The next series of policies to be reviewed by the Policy Committee is Series 2000 – Administration. As you can see from the attached Policy Audit, many of our policies have no corresponding Model Policy from Shipman and Goodwin. I reviewed some of these policies briefly with Jessica Smith, the partner who is assisting us with our policy updates while Gwen Zittoun is on leave. Ms. Smith suggested two possible ways to move forward with our review. The first possibility is for her to review all policies currently in effect under this Series and make recommendations for either revising or repealing each policy. This would be costly and time consuming. Ms. Smith noted that Shipman and Goodwin’s philosophy regarding policies for the Board of Education is to enact only those policies that are either required by law or promote the efficient and effective operation of the school district. She therefore expects that she would recommend that the Board of Education repeal most, if not all, of our current policies that do not have a corresponding Shipman Model Policy. Therefore, she suggested that the Policy Committee review those Darien Policies that do not have a corresponding Model Policy and identify those for which a review is desired. The others would be repealed. This would save both time and money. The administration supports this second option.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATION
POLICY 1025

AUTOMATIC EXTERNAL DEFIBRILLATORS

In order to assist individuals who may experience sudden cardiac arrest ~~on school property~~ sudden cardiac arrest or a similar life-threatening emergency during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, and during school sponsored events not occurring during the normal operational hours of the school, the Darien Board of Education (the "Board") maintains at each school under the Board's jurisdiction, automatic ~~has acquired~~ external defibrillators ("AED's) for use in certain school buildings and school personnel trained in the operation of such automatic external defibrillators and the use of cardiopulmonary resuscitation. It is the policy of the ~~Darien~~ Board of Education to support the use of these automatic external defibrillators and trained school personnel during medically appropriate circumstances ~~on school property~~.

Requirements concerning the use and maintenance of AEDs are set forth in the accompanying Administrative Regulations as may be supplemented by or amended by the Administration from time to time.

For purposes of this policy and the accompanying regulations, an AED is a device that:

- 1) is used to administer an electric shock through the chest wall to the heart;
- 2) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis and, if necessary apply therapy;
- 3) guides the user through the process of using the device by audible or visual prompts; and
- 4) does not require the user to employ any discretion or judgment in its use.

Legal References:

Connecticut General Statutes

19a-175 Definitions

~~19a-197 Automatic external defibrillators. Registry established. Regulations. Simultaneous communication with physician not required.~~

52-557b Good Samaritan Law

10-212d Availability of Automatic External Defibrillators in Schools

Regulations of Connecticut State Agencies
Department of Public Health 19a-179-1 et seq.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

APPROVED BY THE BOARD OF EDUCATION: January 27, 2015

REVISED

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATION

POLICY R-1025

AUTOMATIC EXTERNAL DEFIBRILLATORS
(Administrative Regulations)

I. Definitions:

Automatic External Defibrillator (AED) —~~means~~ a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

~~CPR Provider~~**AED certified person**— a person who is ~~CPR~~-certified in the operation of automatic external defibrillators and the use of cardiopulmonary resuscitation, and has a copy of his/her certification on record with the Darien Public Schools.

II. Defibrillator Location

1. The Darien Public Schools will have ~~defibrillators in school buildings~~ and at least one AED certified person in each school building under the jurisdiction of the designated by the Darien Board of Education (the “Board”).
2. The AEDs will be strategically placed and readily accessible to maximize rapid utilization.
- ~~3. Each AED within the District will be registered with the Town’s Emergency Medical Service Provider and with the Connecticut Office of Emergency Medical Services through the use of Appendix VI of these Regulations.~~

III. Responsibility for Operation, Maintenance and Record-Keeping

1. The school nurse at each building in which an AED is installed will check the AED in the building on a regular basis, at least monthly. It will be that nurse’s responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any problems, or the AED’s self-diagnostic test has identified any problems, the nurse must contact the School Nurse Supervisor or designee immediately to report the problem.

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Darien, Connecticut

2. After performing an AED check, the nurse shall indicate on the AED service log (Appendix ~~III~~IV) that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service".
3. The Director of Nursing Services or his/her designee shall be responsible for the following:
 - a) AED service checks during the contracted school year;
 - b) the replacement of equipment and supplies for the AED;
 - c) the repair and service of the AED;
 - d) all recordkeeping for the equipment during the school year;
 - e) ~~providing/scheduling~~ training for all Board employees who require such training or would like to receive such training;
 - f) maintaining a list of AED-CPR certified persons;
 - g) ~~keeping~~ maintaining all records concerning incidents involving the use of an AED;
 - h) maintaining of copies of the certifications signed by ~~the CPR-certified person regarding understanding of and agreement to comply with the Darien Board of Education AED policies and procedures~~ AED certified persons (Appendix ~~III~~IV);
 - i) reporting the need for revising the AED policy and administrative regulations to the Special Education Director and/or Superintendent;
 - j) registering the AEDs in accordance with state law (Appendix VI).

IV. Training for CPR-AED certified persons

The ~~Darien~~ Board of ~~Education~~ will provide initial training or refresher training to the following classes of individuals on an annual basis:

- 1) Staff who work in the Health Services Department, including all school nurses and the ~~Nursing Supervisor~~ Director of Nursing Services;
- 2) Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
- 3) All building administrators; and
- 4) ~~Volunteers from the~~ Other designated faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. ~~Individuals~~ An Individual completing this training will be considered an AED-CPR certified person.

V. Procedures for Use of an AED

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1. To the extent practicable, AEDs should be retrieved and used by CPR-AED certified persons or other trained emergency medical services personnel. A 911 call should be placed as soon as possible. In the event no AEDCPR certified person or other trained emergency medical services personnel is available or present, an AED may be used by ~~Trained and Untrained Individuals~~ any individual in order to provide emergency care to an individual who may be in cardiac arrest or who may be experiencing a similar life-threatening emergency on school property.
2. AEDs may only be used in medically appropriate circumstances.
3. In the event of use, ~~the school's nurse shall or the thr~~ Director of Nursing Services shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the School Nurse.

REVIEWED BY THE BOARD OF EDUCATION: January 27, 2015

REVISED

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Darien, Connecticut

APPENDIX I

DARIEN PUBLIC SCHOOLS
AUTOMATIC EXTERNAL DEFIBRILLATOR LOG

Any time the AED is retrieved and/or used, the AED must be returned to its original location after retrieval/use and the individual returning the ~~form~~ AED must complete the necessary information below:

Retrieved (Date & Time)	In- Service	*Out- of- Service	Returned (Date & Time)	In- Service	*Out- of- Service	User Signature

***If out-of-service, immediately contact the School Nurse Director of Nursing Services.**

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Darien, Connecticut

APPENDIX II

DARIEN PUBLIC SCHOOLS
AUTOMATIC EXTERNAL DEFIBRILLATOR
INCIDENT REPORT

Name of person completing report: _____

Date Report is being completed: _____ Date of Incident: _____

Name of ~~patient~~ individual on which AED was applied: _____

Age: of individual on whom AED was used _____

Known status of individual ~~Patient~~: _____

Student _____

_____ Parent of Student

_____ Other, Explain _____

Describe incident:

List series of events from the ~~state~~ beginning of the emergency until its conclusion:

~~Your~~ Signature of person completing the form: _____

Please forward to the Director of Nursing Services no later than 48 hours after the incident.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

APPENDIX III

DARIEN PUBLIC SCHOOLS
AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG

Date	Inspected and In-Service	Inspected and Out-of-Service	Signature of Nurse

Once per month or more often the school nurse will inspect the AED. If the AED is out-of-service or does not have the appropriate equipment, the school nurse will contact the Director of Nursing Services or designee immediately.

DARIEN PUBLIC SCHOOLS
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APPENDIX IV

CERTIFICATION OF UNDERSTANDING AND AGREEMENT

~~AED AGENCY NOTIFICATION LETTER~~

To: ~~Office of Emergency Medical Services~~ Darien Board of Education

From: ~~The Darien Public Schools~~

I _____, hereby certify that I have completed the training provided by the Darien Board of Education concerning the operation of an automatic external defibrillator and the use of cardiopulmonary resuscitation. I further certify that I have read, understand, and agree to comply with the Darien Board of Education Policy Regarding Automatic External Defibrillators and the accompanying Administrative Regulations.

~~We would like to notify you and your department about a Public Access Defibrillator Program in the Darien Public Schools. Our Director of Nursing Services for the AED program is **Lynn Steinbrick**. She works directly with the school nurse regarding the implementation and management of the AED program. We have Automatic External Defibrillators in all school buildings. The defibrillators are strategically placed and readily accessible to maximize rapid utilization. The AED is available during school hours and after school hours during on site school activities. Each school nurse, administrator and athletic coach has received training in the use of the AED.~~

~~We look forward to meeting the challenge of healthcare in the new millennium and are constantly trying to enhance and improve our program. We appreciate your support.~~

Sincerely,

~~Assistant Superintendent for Special Education and Student Services~~
AED certified person

Date: _____

School Nurse

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATION
POLICY 1050

POSSESSION OF DEADLY WEAPONS OR FIREARMS

I. Definitions:

- A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).
- B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).
- C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States Marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section ~~2 of public act 13-170 47-65c~~ who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following:

classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

- E. **School-Sponsored Activity** "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, on school transportation, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, on school transportation, or to a school-sponsored activity if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building, on school transportation, or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building, on school transportation, or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

- C. An armed security officer employed by the Board of Education to provide security services pursuant to Conn. Gen. Stat. Section 10-244a ~~Public Act 13-188~~ engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this ~~district, district, on~~ school transportation, or to a school-sponsored activity.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, on school transportation, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on ~~school property~~ the real property of an elementary or secondary school in this district, or administrative office building, on school transportation, or at a school-sponsored activity in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy (Series 5000: Students. Policy 5220).
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, on school transportation, or at a school-sponsored activity, from using any and all school facilities.

APPROVED BY THE BOARD OF EDUCATION: January 27, 2015

REVISED:

Legal References:

Connecticut General Statutes §10-233a, 10-244a§ 29-28(e), §53a-3, §53a-217b ~~and Public Act 13-188.~~

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATION
POLICY 1075

GREEN CLEANING PROGRAMS

It is the policy of the Darien Board of Education ([the “Board”](#)) to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The ~~Darien~~ Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.", and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Darien Board of Education.

The ~~Darien~~ Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the general statutes (i.e. required report on condition of facilities, action taken to implement the Board’s long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes:

———§10-220(a) [Duties of board of education](#)

———§10-231g [Green cleaning program at schools: Definitions, Implementation, Notice.](#)

APPROVED BY THE BOARD OF EDUCATION: January 27, 2015

REVISED: October 13, 2020

REVISED: October 12, 2021

[REVISED:](#)

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATION
POLICY R-1125

POOL SAFETY PLAN
(Administrative Regulations)

The Darien Board of Education (the “Board”) establishes these procedures to govern the conduct of any student aquatic activity that takes place in any of its school swimming pools.

I. Definitions:

- A. **School Swimming Pool:** means any swimming pool approved for use by the Board for student aquatic activities;
- B. **Student Aquatic Activities:** means any physical education class, interscholastic athletics or extracurricular activities offered to students by the board of education that makes use of a school swimming pool;
- C. **Qualified Swimming Coach:** means any person who (A) holds a valid coaching permit issued by the State Board of Education, and (B) (i) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (ii) has completed a safety training for swim coaches and instructors course offered by the American Red Cross or an organization approved by the State Board of Education, or (iii) was certified as a lifeguard for at least five years during the previous ten years and has at least five years' experience as a swimming coach or an instructor of a physical education course that makes use of a school swimming pool;
- D. **Qualified Educator:** means any person who (A) holds a valid certificate issued by the State Board of Education, pursuant to section 10-145b of the general statutes, with an endorsement in physical education, (B) (i) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (ii) has completed a safety training course for swim coaches and instructors course offered by the American Red Cross or an organization approved by the State Board of Education, or (iii) was certified as a lifeguard for at least five years during the previous ten years and has at least five years' experience as a swimming coach or an instructor of a physical education course that makes use of a school swimming pool, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (D) has

completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health;

- E. **Qualified Lifeguard:** means any person who (A) is sixteen years of age or older, (B) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (D) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health.

II. Mandatory Supervision

- A. In addition to the person responsible for conducting any student aquatic activity that makes use of a Board school swimming pool, there shall be at least one qualified educator, qualified swimming coach or qualified lifeguard who shall be solely responsible for monitoring such school swimming pool during such student aquatic activities for swimmers who may be in distress and providing assistance to such swimmers when necessary.
- B. ~~For the school year commencing July 1, 2014, and each school year thereafter, a~~Any physical education course that makes use of a Board school swimming pool shall have at least one qualified educator who shall serve as the instructor of such physical education course and be responsible for implementing the provisions of the school swimming pool safety plan, and at least one qualified educator, qualified swimming coach or qualified lifeguard whose primary responsibility is to monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.
- C. ~~For the school year commencing July 1, 2014, and each school year thereafter, any~~Any interscholastic athletic activity that makes use of a Board school swimming pool shall have at least one qualified swimming coach who shall serve as a coach of the participating students and be responsible for implementing the provisions of the school swimming pool safety plan, and at least one qualified educator, qualified swimming coach or qualified lifeguard whose primary responsibility is to monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.
- D. For the school year commencing July 1, 2014, and each school year thereafter, any extracurricular activity that makes use of a Board school swimming pool shall have at least one qualified lifeguard who will monitor the school swimming pool for swimmers who may be in distress and

provide assistance to such swimmers when necessary, and be responsible for implementing the provisions of the school swimming pool safety plan.

III. Plan Review

The Board's Pool Safety Plan shall be reviewed and updated as necessary prior to the commencement of each school year.

Legal References:

State Law:

~~Public Act 13-161, An Act concerning Pool Safety at Public Schools~~

Conn. Gen. Stat. Sec 10-2201

REVIEWED BY THE BOARD OF EDUCATION: January 27, 2015

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATION
POLICY R-1150

SEXUAL OFFENDERS
(Administrative Regulations)

Pursuant to state law, the Connecticut Department of Emergency Services and Public Safety Protection is obligated to notify school superintendents whenever a sexual offender is released into the community or whenever a registered sexual offender changes his or her address.

In addition, school district personnel shall cross-reference the Connecticut Department of Emergency Services and Public Safety Protection's sexual offender registry prior to hiring any new employee and prior to permitting a volunteer to work with students in any capacity. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in the Darien Public Schools.

The Superintendent or his/her designee shall provide training to appropriate staff members regarding the methods for accessing the sexual offender registry information posted on the Connecticut Department of Emergency Services and Public Safety Protection and the provisions of these regulations.

Legal references:

Conn. Gen. Stat. §54-258 Availability of registration information. Immunity.

~~Public Act 14-213, "An Act Concerning Notice To The Superintendent Of Schools Or Chief Executive Officer Of A Municipality Upon Release Or Relocation Of A Registered Sexual Offender Into The School District Or Municipality"~~

REVIEWED BY THE BOARD OF EDUCATION: January 27, 2015

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATION
POLICY 1175

PROHIBITION AGAINST SMOKING

The Darien Board of Education (the “Board”) prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes), electronic cannabis delivery system or vapor product, within any of its schools, including in any area of a school building, including but not limited to any indoor facility owned or leased or contracted for and utilized by the Board for the provision of routine or regular preschool, kindergarten, elementary or secondary education or library services to children or on the grounds of such school or at any school-sponsored activity, on the real property of any school or administrative office building or at any school-sponsored activity. ~~Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.~~

The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district’s administrative office building(s) and includes, but is not limited to storage facilities and parking lots.

The following definitions shall apply to this policy:

“Any area” shall mean the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” shall mean marijuana, as defined in Conn. Gen. Stat. § 21a-240.

~~For purposes of this policy, the term “Electronic Nicotine Delivery System” shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.~~ device including but not limited to electronic cigarette liquid or synthetic nicotine..

~~As defined by Conn. Gen. Stat. § 10-233a(h), a “School-Sponsored Activity ” shall mean any activity sponsored, recognized or authorized by a the Board of education and includes activities conducted on or off school property.”~~

“Smoke” or “smoking” shall mean the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product

Legal References:

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

~~Public Act 14-76, “An Act Concerning The Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention”~~

Conn. Gen. Stat. § 10-233a(h)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-415

Conn. Gen. Stat. § 53-344b

June Special Session, Public Act No. 21-1

APPROVED BY THE BOARD OF EDUCATION: February 10, 2015

REVISED:

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

SERIES 1000 – COMMUNITY/BOARD OPERATION
POLICY 1275

FREEDOM OF INFORMATION AND
FREEDOM OF INFORMATION REQUEST LOG

Freedom of Information

It is the policy of the Darien Board of Education to comply with all aspects of the Freedom of Information Act (“FOIA”), Conn. Gen. Stat. § 1-200 et seq. In that regard, all records maintained by the Board shall be public records, unless exempt from disclosure by federal or state law, and every person shall have the right to inspect and receive copies of such records, in accordance with federal and state law.

The Superintendent of Schools, or designee, is authorized to establish procedures for compliance with FOIA requests and to impose reasonable charges for the production of public records in response to any FOIA request.

Freedom of Information Request Log

The Superintendent of Schools, or designee, is authorized to maintain a Freedom of Information Request Log (the “Log”), which Log ~~shall~~ may include the following information:

1. Name and address of requester
2. Affiliate organization of requester, if applicable
3. Date of request
4. Description of request
5. The number of pages responsive to the request
6. Date on which the request is closed

The Superintendent of Schools will review the Log with the Board of Education as part of the budget process each year and more frequently if the number or volume of the requests increases significantly. The Log will be made available to members of the public upon request.

The Log shall comply with all applicable federal and state laws, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”), which ensures the confidentiality of personally identifiable student information. For example, requests made by parents of current students in the Darien Public Schools shall not be listed in the FOIA log when such requests are related to the student.

Legal Reference: Freedom of Information Act
 C.G.S. §§1-200 through 1-241 inclusive

Approved:

Revised: _____

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 1000: COMMUNITY/BOARD OPERATIONS
POLICY 1300

NON-DISCRIMINATION

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, ~~(including pregnancy)~~, genetic information, gender identity or expression, veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, ancestry, alienage, disability ~~(including pregnancy)~~, genetic information, gender identity or expression, or veteran status.

~~For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.~~

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, "veteran" means any person honorably discharged from, ~~or~~ released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. . "Qualifying condition" means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an

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individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

For the purposes of this policy “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any individual wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board’s complaint procedures and complaint form which are included in the Board’s Administrative Regulations Regarding Non-Discrimination. These regulations accompany Board Policy 1300 and are available online at www.darienps.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation ~~or disability,~~ or pregnancy such complaints will be handled in accordance with other appropriate policies (e.g., Policy 4118, Sex Discrimination/Harassment in the Workplace; Policy 5275 Sex Discrimination and Sexual Harassment (Students); Policy 4111 Section 504/ADA (Personnel), and Policy 5125, Section 504/ADA (Students)).

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617) 289-0111
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

DARIEN PUBLIC SCHOOLS
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Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about this policy, ~~or~~ and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment may contact:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06/820
203-656-7406

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or sexual orientation may contact the Board's Title IX Coordinator ~~is~~:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06/820
203-656-7406

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability and/or who may wish to request or discuss accommodations for a disability may contact the Board's Section 504/ADA Coordinator ~~is~~:

Shirley Klein
Assistant Superintendent for Special Education and Student Services
35 Leroy Avenue
Darien, CT 06/820
203-656-7474
~~Marjorie Cion~~
~~Director of Human Resources~~
~~35 Leroy Avenue~~
~~Darien, CT 06/820~~

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

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Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.

Age Discrimination in Employment Act, 29 U.S.C. § 621

Americans with Disabilities Act, 42 U.S.C. § 12101

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

~~Connecticut General Statutes Sec 1-1n, "Gender Identity or Expression" defined.~~

~~Connecticut General Statutes Sec 46a-51, Definitions~~

~~Connecticut General Statutes Sec 27-103~~

~~Title II of the Genetic Information Nondiscrimination Act of 2008,~~

~~Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.~~

~~Connecticut General Statutes § 10-153. Discrimination on basis of marital~~

~~status- Connecticut General Statutes Sec. 46a-58 Deprivation of
Rights~~

Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60

Connecticut General Statutes § 46a-81a ~~Discrimination on basis of~~
~~S~~sexual orientation discrimination: Definitions

Connecticut General Statutes § 46a-81c Sexual orientation discrimination:
Employment.

~~Public Act 17-127, An Act Concerning Discriminatory Practices Against
Veterans, Leaves of Absence for National Guard Members,
Application for Certain Medicaid Programs, and Disclosure of
Certain Records to Federal Military Law Enforcement~~

~~Public Act No 21-79 "An Act Redefining "Veteran" and Establishing a
Qualifying Review Board~~

ADOPTED: June 12, 2018

REVISED:

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION
COMPLAINTS (COMMUNITY MEMBERS)**

It is the policy of the Darien Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability (including pregnancy), disability, pregnancy, ~~genetic information~~, gender identity or expression, or veteran status 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 all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, (including pregnancy), ~~genetic information~~, ~~or~~ gender identity or expression, or veteran status.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, ~~or~~ disability or pregnancy, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy 4118 Sex Discrimination/Harassment in the Workplace (Personnel); Policy 5275 Sex Discrimination and Sexual Harassment (Students); Policy 4111 Section 504/ADA (Personnel), and Policy 5125, Section 504/ADA (Students)).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, (including pregnancy), ~~genetic information~~, gender identity or expression, or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

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The school district will periodically provide staff development for district administrators and periodically distribute this ~~p~~Policy and implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national ~~origin, origin, alienage, ancestry~~ disability, ~~(including pregnancy), genetic information,~~ gender identity or expression, or veteran status he/she should make a written complaint to the Superintendent, or his/her designee. The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of his/her rights.

In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on gender/sex, gender identity, sexual orientation, disability or pregnancy, the Superintendent or designee shall follow the procedures identified in the appropriate Board policies (e.g., Policy 4118, Sexual Discrimination and Harassment in the Workplace, Policy 5275 Sex discrimination and Sexual Harassment (Students); and Policy 5125 Section 504 of the Rehabilitation Act of 1973;)

If the discrimination or harassment complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will take appropriate steps, such as retaining an independent investigator, to cause the matter to be investigated in a manner consistent with the Board's non-discrimination policy and regulation. If either the Superintendent or any other party to the complaint is not satisfied with the findings and conclusions of the investigation, within (30) calendar days of receiving the findings, such party may present the complaint and written outcome to the Board Chair, who will take appropriate steps, such as retaining an independent investigator different from the investigator who investigated the complaint, to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,

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- 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 the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or his/her designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator (“respondent”) and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment, the investigator should:

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants ~~during periods of time when school is not in session~~ the complexity of the investigation and/or other extenuating circumstances)-to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. provide the complainant and respondent (if applicable) with a copy of the Board’s non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

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4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be ~~extended by fifteen (15) business days during periods of time when school is in session or~~ reasonably extended based on the availability of necessary witnesses and/or participants ~~during periods of time when school is not in session~~) the complexity of the investigation and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. 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;
7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination or harassment;
9. if either party to the complaint is not satisfied with the findings and conclusions of the investigation, ~~the complainant~~ such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant

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and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session), the complexity of the investigation and/or other extenuating circumstances) following the receipt of the written request for review.

A complainant alleging ~~race, color, national origin, sex, disability or age~~ discrimination or harassment) may file a formal complaint with the Boston Office, Office for Civil Rights U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: ~~800-477-5737~~860-541-3400).

An employee alleging discrimination related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office. John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER: 800-669-4000).

Anyone who has questions or concerns about these regulations, and/or who may wish to request or discuss accommodations based on religion, may contact:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06/820
203-656-7406

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06/820
203-656-7406

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request

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or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

Shirley Klein

Assistant Superintendent for Special Education and Student Services

35 Leroy Avenue

Darien, CT 06/820

203-656-7474

DRAFT

DARIEN PUBLIC SCHOOLS

Darien, Connecticut

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy, disability, pregnancy,), genetic information, gender identity or expression, or veteran status)

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 the alleged discrimination or harassment _____

Proposed remedy: _____

**POLICY AUDIT
Darien Public Schools**

Policy Number	Policy Title	Required Revision	Last Revision	Type of Revision	Notes
Series 1000 – Community/Board Operations					
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	
1100	Pesticide Application on School Property	No	2015		
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		
1225	Visitors	No	2021		
1250	School Volunteers, Student Interns and Other Non-Employees	No	2021		
1275	Freedom of Information and Freedom of Information Request Log	Yes	2017	Clarification	
1300	Non Discrimination (Community)	Yes	2018	Content	
1310	Security and Safety Plan	YES	NEW		Policy Committee 10/22/2021
Series 200 - Administration					
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
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

**POLICY AUDIT
Darien Public Schools**

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	
	SERIES 3000 - BUSINESS				
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	
3100	Gifts, Grants and Bequests to the District	NO	2015	Current	
3125	Purchasing	Yes	2015	Substantive	
3150	School Activity Funds	YES	2015	Technical	

**POLICY AUDIT
Darien Public Schools**

3175	Code of Conduct for Federal Procurements	YES	2021	Appendix for Fed Code	
Series 4000- Personnel					
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	
4300	Employee Use of the District's Computer Systems and Electronic Communications	YES	2015	Technical	

**POLICY AUDIT
Darien Public Schools**

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		
	Code of Ethics	YES		Includes provisions that support the District's work	
TBD	Nepotism	YES	NEW		
TBD	Section 504 – ADA Personnel	YES	NEW		

**POLICY AUDIT
Darien Public Schools**

Series 5000 - Students					
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		
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	

**POLICY AUDIT
Darien Public Schools**

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		
5350	Immunizations	YES	2009		
5375	Suicide Prevention and Intervention	YES	2015	Technical	
5380	Student Wellness	YES	2009		

**POLICY AUDIT
Darien Public Schools**

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	
Series 6000 - Instruction					
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
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

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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		
TBD	Parent and Family Engagement for Title 1 students	YES	NEW		
Series 9000 – Board					
9110	Role of Board and Members	NO	2008		
9120	Transaction of Business	YES	2008	Technical	

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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		
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)	

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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