



Board of Education

5 Minortown Road ~ Woodbury, CT 06798

www.ctreg14.org

Mission: The mission of Connecticut Region 14 Schools is to educate all students to their highest level of academic potential and to teach them the skills and knowledge to become capable, creative, collaborative lifelong learners and responsible members of the world community.

Board of Education Goals:

Academic Performance - The district will strive to improve academic performance for all students on multiple assessment indicators and the staff will be committed to continuous improvement.

Communication - Region 14 will develop partnerships with all stakeholders in the school community to highlight the exemplary programs the district offers

Safety - Region 14 will provide safe and secure facilities equipped with technology, enabling a 21st century learning environment that supports the values of the district

Budget - Region 14 will prepare a budget that meets the needs of every student and communicates the needs and priorities of Region 14 in a clear and concise manner.

A G E N D A

Regular Meeting of the Region 14 Board of Education

Tuesday, November 21, 2023; 7:00 p.m.

Flanders Room

Mitchell Elementary School

- I. Call to Order.....James Crocker
- II. Pledge of Allegiance.....James Crocker
- III. Introductions.....James Crocker
- IV. Approval of Minutes (Action Anticipated).....James Crocker
 - A. Regular Meeting, Monday, November 6, 2023
- V. Superintendent's Report.....Brian Murphy
 - A. Board of Education Student Representative Update
 - B. Nonnewaug High School Art Update
 - C. Five-year Strategic Plan

VI. Committee Reports

A. Policy Committee Update

On a recommendation by the Policy Committee to approve the following policies:

- i. Policy 5118.1 Homeless Students (Second Read, Action Anticipated)
- ii. Policy 5125 Student Records (Second Read, Action Anticipated)

VII. Board Chair's Comments

VIII. Privilege of the floor

The Board of Education will recognize citizens of Bethlehem and Woodbury, who are asked to state their name and town of residence and to please limit comments to three (3) minutes. Up to 21 minutes of statements per topic are allowed. All comments should be addressed to the Board of Education Chair. Decorum will be enforced.

IX. Old Business

X. New Business

A. Field Trip: Spring Horticultural Trip; Philadelphia, PA; Flower Show; Longwood Gardens, PA (Action Anticipated)

B. Board of Education Meeting Calendar for 2024 (First Read, No Action Anticipated)

XI. Other Business

XII. Adjournment



Minutes
Regular Meeting of the Region 14 Board of Education
Monday, November 6, 2023; 7:00 p.m.
Gymnasium
Bethlehem Elementary School

Present:

Jim Crocker, Chairman
Chris Matta, Vice Chairman
Carol Ann Brown
Tikva Rose
Michael Carbonneau
Alice Jones

Absent:

Caren Lipinski
Chris Griffin

Also Present:

Brian Murphy, Superintendent
Tina Tanguay, Director of Finance and Operations
Gianna Lodice, Student Representative

Presenters:

Kelly Pinho, Principal, Bethlehem Elementary School
Wendy Yatsenick, Principal, Mitchell Elementary School

I. Call to Order

Mr. Crocker called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance/Introductions

The Pledge of Allegiance was recited and members of the Board of Education and Central Office staff introduced themselves.

III. Approval of Minutes

A. Regular Meeting, Monday, October 16, 2023

A motion was made by Chris Matta; seconded by Tikva Rose; to accept/approve the minutes for Monday, October 16, 2023 as presented; all in favor; none opposed; motion carried unanimously.

B. Special Meeting, Monday, October 23, 2023

A motion was made by Chris Matta; seconded by Carol Ann Brown; to accept/approve the minutes for the Special Meeting dated Monday, October 23, 2023 as presented; Tikva Rose abstained; motion carried.

IV. Superintendent's Report

A. Board of Education Student Representative

Superintendent Murphy introduced Gianna Lodice, one of two student representatives selected to sit on the Board of Education for the 2023/2024 school year. Mr. Murphy highlighted some of Gianna's accomplishments, which included serving as the captain to both the indoor and outdoor track teams as well as the soccer team. Gianna looks forward to being an editor for the NHS Chief Advocate newspaper later this year and was elected by her peers to serve as the president of the National Honor Society. Gianna is an Oxford resident in her senior year and a member of the NHS Agriscience program.

Gianna reported on events at both the middle and high school. High School highlights included athletic accomplishments, the commencement of winter sports, December drama production, free fall concert, PSAT Day, college planning, Veterans Day Ceremony, and the successful Pink out Fundraiser.

Woodbury Middle School activities included a Pep rally, visiting author Lorien Lawrence, a newly implemented volleyball club, Parent/Teacher conference dates and Leo Club Food Drive.

B. Elementary School Presentations

Elementary school principals, Kelly Pinho (Mitchell Elementary) and Wendy Yatsenick (Bethlehem Elementary) collaborated on a joint presentation for the board entitled, "An Introduction to the New Initiatives for the 2023-2024 School Year". The changes were identified as Mystery Science, a layered inquiry, hands on learning program; Illustrative Math, a problem-based curriculum; MCLASS, a universal screener that measures the development of reading skills of all students K-5; and Foundations, a program for systematically teaching phonemic awareness and word study.

The elementary schools have also embarked on several SEL (Social Emotional Learning) initiatives including PBIS, a positive behavior incentive program, and A Year of Kindness. The schools also offer After School Academy for individualized tutoring for students in grades 1-5 in Math and ELA.

V. Committee Reports

A. Finance Committee
(Cancelled)

B. Policy Committee

Two policies were reviewed by the committee and brought to the full board for a first read; Policy 5118.1, Homeless Students and Policy 5125, Student Records. A second read with action anticipated is scheduled for the November 21, 2023 board meeting.

C. Safe Schools

The Safe Schools Committee met on October 17th. The agenda items reviewed included the components of the district's safety plan, school safety assessments, active shooter training, and internet safety.

VI. Board Chair Comments

Chairman Crocker thanked the board members for their time and expertise, the staff for their dedication and efforts, and the communities for their continued support. He also provided a status of the district's major projects and reiterated the four focus areas: increased academic performance, communication, safety, and budget.

VII. Privilege of the Floor

There were no spokespersons

VIII. Old Business

There was none

IX. New Business

There was none

X. Other Business

Carol Ann Brown reminded the parents of Nonnewaug High School seniors of Gradnite fundraising activities including the Grinch Breakfast. She also noted the first Tuesday FFA Parents/Friends and Alumni meetings.

XI. Adjournment

MOTION by Chris Matta; was seconded by Tikva Rose to adjourn the meeting; all in favor; none opposed; *meeting adjourned at 7:43 p.m.*

Respectfully Submitted,

A handwritten signature in blue ink that reads "Patricia Paige". The signature is written in a cursive, flowing style.

*Patricia Paige
Board Clerk*

Recorded and filed subject to Board of Education approval by: Patricia Paige, Board Clerk

DRAFT

A policy is required by federal law on this topic.

Students

Homeless Students

The Board shall make reasonable efforts to identify homeless children and youths within the district, encourage their enrollment in school and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Optional Language:

The District administration shall attempt to remove existing barriers to school attendance by homeless children or youth, which may include:

- A. **Records** – The selected school for the homeless student shall enroll the child or youths even in the absence of records normally required for enrollment. The last school in which the student was enrolled shall be contacted to obtain records.
- B. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent.
- C. **Grade Level Placement** – If the District is unable to determine the student's grade level due to missing or incomplete records, the District shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
- D. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, shall be waived.
- E. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
- F. Official school records, policies, and regulations shall be waived at the discretion of the Superintendent, in compliance with federal and state regulations.
- G. **Immunization Records** – The District shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
- H. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Students

Homeless Students (continued)

Homeless students shall not be separated from the mainstream school environment on the basis of their homelessness. Such students shall have access to education and other services they need to meet the same challenging State academic standards to which all students are held.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian. If placement in the school of origin is not feasible, the homeless student must be placed in the school that is attended by other students living in the same attendance area in which the homeless child lives.

The District will provide a written explanation, including the right to appeal, whenever the District sends a homeless student to a school other than the school of origin, a school requested by the parent/guardian or unaccompanied youth.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the District, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs, and preschools operated by the District, if they meet the established criteria for these services.

The Superintendent of Schools or his/her designee, shall refer identified homeless children under the age of eighteen who may reside within the school district, on a case-by-case basis, when there is reasonable suspicion of neglect or abuse, to the Connecticut Department of Children and Families (DCF). (Homelessness by itself does not automatically mean that abuse or neglect exists.)

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Students

Homeless Students (continued)

3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations. If the school of origin is in a different school district from where the homeless child or youth is currently living, both school districts shall agree on a method for sharing the responsibility and costs, or share the costs equally.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The district shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. The Board will provide any homeless student, who is not in the physical custody of a parent/guardian, full access to his/her educational records, including medical records, in the Board's possession.
8. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.
9. The District will treat information about a homeless child or youth's living situation as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA). Such information shall not be deemed to be directory information.

Any homeless child or youth denied school accommodations shall continue in attendance or be immediately enrolled in the school selected by the child in the school district. The homeless child or youth or the parent/guardian of such homeless individual shall be provided with a written explanation of the reasons for the denial of accommodations in a manner and form understandable to such homeless child or youth or parent/guardian. Information shall also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth shall be entitled to continue in attendance in the school district during all available appeals.

In addition, if a homeless child or youth is denied school accommodations, such homeless child or youth shall be entitled to a hearing conducted pursuant to C.G.S. 10-186.

Students

Homeless Students (continued)

The District's educational liaison for homeless children is the **Director of Student Services**. The liaison must assist homeless children and youth, as described within the administrative regulations, in the placement/enrollment decisions, considering the youth's wishes and provide notice of appeal under the Act's enrollment disputes provisions. The liaison shall also participate in State provided professional development programs for local liaisons.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5146 - Child Abuse and Neglect)

Legal Reference: Connecticut General Statutes

4-176e to 4-180a Agency hearings.

4-181a contested cases. Reconsideration. Modifications.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers. (as amended by PA 19-179)

10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters. (as amended by PA 17-194)

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order.

17a-103 Reports by others.

Students

Homeless Students

Legal Reference: Connecticut General Statutes (continued)

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

46b-120 Definitions.

PA 17-194 An Act Concerning Access to Student Records for Certain Unaccompanied Youths

PA 19-179 An Act Concerning Homeless Students' Access to Education

McKinney-Vento Homeless Assistance Act, (PL 107-110-Sec 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95.

Federal Register: McKinney-Vento Education for Homeless Children and Youths Program, Vol. 81, No. 52, 3/17/2016.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.)

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011.

Policy adopted:

rev 11/17
rev 10/19
rev 2/20

CABE's revised mandated policy to consider.

Students

Student Records; Confidentiality

Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to and amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing and revised regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

For the purposes of this policy:

"Parent" means a natural parent, an adopted, or a legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the student. A parent who is incarcerated is also entitled to knowledge of and access to all educational, medical or similar records maintained in the cumulative record of any minor student of such incarcerated parent except in situations (1) where such information is considered privileged as defined in C.G.S. 10-154a, (2) such incarcerated parent has been convicted of sexual assault, or aggravated sexual assault, or (3) such incarcerated parent is prohibited pursuant to a court order.

"Student" means an individual who is or has been "in attendance" in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students "attend" classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

"Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained.

Students

Student Records; Confidentiality (continued)

“Student record” (continued) Student records include any information maintained for the purpose of review by a second party is considered a student record. Records that pertain to an individual’s previous attendance as a student are “education records” under FERPA regardless of when they were created or received within the school system. Student records shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Records of the law enforcement unit of the District or school are not considered student records.

“Law Enforcement Unit” means an individual office, department, division, or other component of an education agency or institution that is officially authorized or designated by that agency or institution to (1) enforce laws or refer matters of law enforcement to appropriate authorities, or (2) maintain the physical security and safety of the agency or institution.

“Substitute” means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

“School Official” means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, a person serving on the Board of Education, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

“Authorized Representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

“Education Program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

“Early Childhood Education Program” means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children’s cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

Students

Student Records; Confidentiality (continued)

“Directory Information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent’s name and/or e-mail address, student’s name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student’s social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student’s ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the district. He/She will develop procedures (administrative regulations) providing for the following:

1. Annually informing parents of their rights.
2. Permitting parents to inspect and review educational records, including, at least, a statement of the procedure to be followed by a parent or eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student’s education records without the prior written consent of the student’s parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are “school officials” and what the school considers to be a “legitimate educational interest”; and a specification of the personally identifiable information to be designated as directory information.

Students

Student Records; Confidentiality (continued)

4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
5. Providing a parent/guardian with an opportunity to seek the correction of the student's education records through a request to amend the records. If the District decides that an amendment of the records as requested is not warranted, to inform the parent/guardian or eligible student and advise him/her of the right to a hearing and permitting the parent/guardian or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of student records.
8. Enumerating and describing the student records maintained by the school system.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the districts student records.
11. Notifying parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.
12. Notifying parents annually of the District's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records. (as amended by PA 17-68, Section 4)

10-154a Professional communications between teacher or nurse & student.

Students

Student Records; Confidentiality

Legal Reference: Connecticut General Statutes (continued)

10-209 Records not to be public.

10-221b Boards of education to establish written uniform policy re: treatment of recruiters.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011)

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

P.L. 112-278 “The Uninterrupted Scholars Act”

Policy adopted:

rev. 4/09

rev. 4/12

rev. 3/13

rev 4/17

rev 6/17

FIELD TRIP REQUEST FORM

Revised 5/2022

Procedural Guidelines: Field trips are covered under Board policy 6153. Field trips should support course or club curriculum. The following parameters will be applied to all field trips:

- Three weeks prior to the field trip (or six weeks prior to an out of state overnight trip) submit this field trip request form with a curriculum justification statement and a proposed roster of students.
- Upon approval of the trip, formalize all arrangements for transportation and other costs.
- Ensure that all students and parents complete and sign the permission form.
- Provide alternative plans for students who are not attending the field trip.
- Submit a final roster of participating students to all faculty and administrators at least 7 calendar days prior to trip. The list cannot be changed after this point. (There are no refunds after this point.)
- Blackout dates apply including: first week of each semester, last week of each quarter, week before, during and after Smarter Balance; exam week; last week of April; the month of June. SAT & PSAT (see your school administrator for more information).
- On the morning of the trip, submit the final roster and a copy of every permission form to the attendance secretary.
- Keep the original permission forms in your possession throughout the trip.
- Students will be allowed to take 5 field trip days per marking period/ 12 trip days per year. It is both the student's and the sponsoring teacher's responsibility to know this. The main office will publish a field trip attendance report upon request.

RECEIVED

SEP 07 2023

Field Trip Request Form

Date of Request: Aug 29, 2023	Title and Destination of Trip: Spring Hort Trip, Philadelphia PA Flower Show, Longwood Gardens PA	Date of Trip: 3/7/24-3/9/24
Sponsoring Department: Agriscience	Person in Charge: Eric Birkenberger	Is this an overnight trip? YES <input checked="" type="checkbox"/> No <input type="checkbox"/>
Number of Students: <u>48</u> Number of Busses <u>1</u> Coach <u> </u>	Number of Chaperones: 5	Names: Eric Birkenberger, Tom DiMarco, 3 others TBD
Type of Trip: Educational <input checked="" type="checkbox"/> Recreational <input type="checkbox"/>	Time of Departure: <u>7:00am 3/7</u> Time to Arrive: <u> </u>	Time of Expected Return: 7:00pm 3/9
Mode of Transportation: Charter Bus (Coach Tours)	Cost of Transportation:	Cost of Food: Individual student cost
Cost of Lodging:	Other Costs:	Other Costs:
Total Cost of Trip:	Source of Revenue:	Student Cost: \$275.00 (close estimate)

Cost Checklist:

_____ Transportation
_____ Food
_____ Lodging
_____ Other
\$ _____ Total


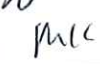

Checklist:

_____ Yes _____ No Cafeteria Notified
_____ Yes _____ No Substitute Arranged
_____ Yes _____ No Master Calendar Notated
_____ Yes _____ No Plans Made for Non-Attendees
_____ Yes _____ No Tracphones needed _____ # of phones

Signature of Person in Charge of the Field Trip: [Signature]

Date of Signature: 9/6/23

FIELD TRIP APPROVAL PROCESS

	Approved	Not Approved	Date
Department Chair			9/6/23
Principal			9/11/23
Superintendent			9/12/23
Board of Education (For overnight, out-of-state trips)			

~~IN-STATE DAY TRIPS
OUT-OF-STATE DAY TRIPS
IN-STATE OVERNIGHT TRIPS~~

~~Approved by Principal~~

~~Approved by Superintendent~~

OUT-OF-STATE OVERNIGHT TRIPS

Approved by Principal

Approved by Superintendent

Approved by Board of Education

USE OF ALL STAR TRANSPORTATION

When the field trip is approved, the main office secretary will fax this form to All Star Transportation at (203) 263-0841.

Date of Trip: _____ Destination: _____

Departure Time: _____ Time to arrive at event: _____ Time to leave event: _____ Return Time: _____

Number of Students and Chaperones: _____ Number of Busses needed _____

Secretary's Signature: _____

TEACHER IN CHARGE MUST EMAIL WENDY.CAREY@ALL-STARTRANSPORTATION.COM, SHE WILL THEN RESPOND WITH A PRICE QUOTE AND ESTIMATED TIME AND MILEAGE OF EACH TRIP. ALSO, WHEN A FIELD TRIP IS CANCELED, THE PERSON IN CHARGE OF THE TRIP MUST NOTIFY THE TRANSPORTATION COMPANY.

Field Trin Permission Form Parent Section

Dear Parent or Guardian: A field trip has been planned involving your child. If you approve of your child's participation, please complete the following information.

Field Trip date: March 7-9 Destination: Philly PA Flower Show, Longwood Gardens PA, & other Hort related stops in PA

Mode of Transportation: Coach Bus Cost to Student: _____

Departure Time: 3/7 - 7:00am Return Time: 3/9 - 7:00pm

Overnight: Yes X No _____ (If yes, roommates will be assigned; students' requests will be considered.)

My son/daughter _____ has my permission to go on the described field trip. I give my permission for emergency medical care if the need should arise. The trip sponsor should know about the following medical conditions (if applicable):

Here is the emergency contact and any other additional medical information that may assist in caring for my son/daughter:

I understand that field trip arrangements are based on the number of students who choose to participate. Students may receive a refund if they cancel their reservations eight or more days before the field trip date. Refunds cannot be given after that time.

Parent Cell - _____

Parent Signature: _____ Date: _____

Field Trin Permission Form Student Section

I understand that I am responsible for obtaining permission from teachers to attend this field trip. I am responsible for all work missed during this activity, making prior arrangements for missed tests and quizzes, obtaining class notes, and completing missed homework. I also understand that I am responsible to follow the rules established by the school and the organization hosting the field trip.

Student's Signature: _____ Date: _____

Principal's Signature:  _____

Trip Itinerary

Subject to change

Thursday March 7th

7:00 am	Students arrive at Nonnewaug
8:00	Leave for PA
11:00	Eat lunch on the way
1:00pm	Longwood Gardens – Kennett Square, PA
5:30pm	Arrive at the hotel – Hampton Inn & Suites 40 State Farm Drive Glen Mills, PA
6:30	Out for supper
8:30	Back to the hotel (pool and fun)
11:00	In rooms for the night

Friday March 8th

7:30 am	Free breakfast in the hotel
8:30	Leave for tour
9:00	Arrive at Phillips Mushroom Farm
11:00	Lunch on the way to the Flower Show
12:30	Arrive at the Philadelphia Flower Show
6:00	Leave for the hotel (pool time)
8:15	Leave for bowling and dinner (8:30-10:30)
11:00	In rooms for the night

Saturday March 9th

(pack up ready to leave the hotel)

8:00 am	Free breakfast in the hotel
9:30	Leave for tour
10:00	Surprise tour
12:00	Head for home
1:00	Lunch on the way home
7:00	Arrive back at Nonnewaug

Contact Information

Mr. Eric Birkenberger

ebirkenberger@ctreg14.org

Mr. Tom DiMarco

tdimarco@ctreg14.org

Hotel

Transportation

Coach Tours – Danbury

1-800-822-6224



Mr. Brian Murphy

Superintendent of Schools

5 Minortown Rd. Woodbury, CT 06798 | Phone: (203) 263-4339 | Fax: (203) 263-0372

email address: bmurphy@ctreg14.org | www.ctreg14.org

Board of Education Meetings

January - December 2024

All Regular Meetings begin at 6:00 pm

The Flanders Room

Mitchell Elementary School

****except where noted ****

Day	Date	
Tuesday	January 2 nd	
Tuesday	January 16 th	
Monday	February 5 th	
Monday	February 26 th	** Bethlehem Elementary School **
Monday	March 4 th	
Monday	March 11 th	Budget Workshop
Monday	March 18 th	Regular Meeting/Budget Workshop
Monday	March 25 th	Presentation to Towns' BOS and BOF (WMS Cafeteria)
Tuesday	March 26 th	Public Hearing Budget (NHS Auditorium)
Monday	April 1 st	Meeting to Adopt BOE 24-25 Budget
Monday	May 6 th	District Meeting (Budget) & Regular BOE Meeting
Tuesday	May 7 th	Budget Referendum to Vote on 24-25 Budget Proposal
Tuesday	May 21 st	** Bethlehem Elementary School **
Monday	June 3 rd	
Monday	June 17 th	
Monday	July 15 th	
Monday	August 19 th	
Tuesday	September 3 rd	
Monday	September 16 th	
Monday	October 7 th	
Monday	October 21 st	
Monday	November 4 th	** Bethlehem Elementary School **
Tuesday	November 19 th	
Monday	December 2 nd	