# *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.

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# A G E N D A

Special Meeting
Board of Education –Policy Committee
Monday, February 2, 2026; 5:30 p.m.
Mitchell Elementary School
Flanders Room

I. Call to Order

II. Policy (Action Anticipated)
   a. Policy 1312.3/6161.12 Library Material Review and Reconsideration Policy
   b. Policy 4212.42 Drug and Alcohol Testing for School Bus Drivers

III. Adjournment

# Community Relations/Instruction

## Library Material Review and Reconsideration Policy

### Statement of Policy:

The Region 14 Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against instructional material used in the classroom or available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs is limited to individuals with a vested interest. An individual with vested interest may challenge any library and other educational materials, display or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the Region 14 Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No library and other educational material, display, or program shall be removed from library media centers, or programs be canceled, because of the origin, background, or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program. Library and other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made by the review committee, any library and other educational material being challenged shall remain available in the school library media center according to such material's catalog record and be available for a student to reserve, check out, or access.

A school district may consolidate any requests for review and reconsideration of the same challenged library and other educational material. Once a decision has been made by **the review committee** on any library and other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

The Region 14 Board of Education will review and update this policy as necessary every five years.

### Definitions

***"Library and other educational material"*** means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

# Community Relations/Instruction

## Library Material Review and Reconsideration Policy

**Definitions** (continued)

***"School library staff member"*** means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

***"Individual with a vested interest"*** means any school staff member employed by a local or regional board of education, parent or guardian of a student currently enrolled in a school at the time a reconsideration form is filed, or any student currently enrolled in a school at the time a reconsideration form is filed.

***"Remove"*** means deliberately taking library material out of a library's collection. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

## Material Review and Reconsideration Procedure

The Board of Education has established the following procedure for addressing complaints regarding the utilization of library and other educational materials:

1. Individuals with a vested interest may initiate the review or reconsideration of any library and other educational materials, display, or student program by submitting a request for recommendation form to the principal of the school in which the library and other education materials are being challenged.
2. The Principal, or the Principal's designee, shall promptly forward the request for reconsideration to the Superintendent of Schools for the school district.
3. The Superintendent, or the Superintendent's designee, shall appoint a review committee consisting of:
    a. The Superintendent, or the Superintendent's designee;
    b. the Principal of the school in which the library and other educational material is being challenged, or the Principal's designee;
    c. the Director of curriculum, or a person in an equivalent position;
    d. a representative from the local or regional board of education;
    e. at least one grade-level-appropriate teacher familiar with the library material provided, the teacher selected is not the individual who submitted the form;
    f. a parent or guardian of a student *age thirteen years or younger* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;
    g. a parent or guardian of a student *aged fourteen years or older* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;
    h. a certified school librarian employed by such board or employed by another board of education in the state.

# Community Relations/Instruction

## Library Material Review and Reconsideration Policy

**Material Review and Reconsideration Procedure** (continued)

In cases where such form is submitted by a student enrolled in *grades nine to twelve*, inclusive, and when appropriate and at the discretion of the superintendent, a student enrolled in grades nine to twelve, inclusive, may serve on the review committee if such student did not submit the reconsideration form, provided the superintendent consults with the principal of the school involved in such reconsideration request prior to making this determination whether to include such student on the review committee.

4. The **review committee** shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material against the school district's *Collection Development and Maintenance Policy*.

5. The **review committee** shall make a *written decision* on whether to remove the challenged material *within sixty school days* from the date of receiving such request and provide a copy of the committee's decision and report to *the individual with a vested interest who submitted the form and to the principal of the school*.

6. The individual with a vested interest who submitted the *request for reconsideration form* may appeal to the *review committee's decision* to the local or regional board of education for the school district. The Board shall determine whether the reconsideration process was followed and publish the decision on the school district's website.

**General Provisions**

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Policy adopted:

**1312.3**
**6161.12**
**Form 1**

**Region 14 Public Schools**

**Request for Reconsideration of Library Books/Materials**

Title _____

Author _____ Publisher _____

This request was initiated by

☐ Parent/Guardian

☐ Student

☐ Other (please specify) _____

The material is best described as a:

☐ Book

☐ Video or Online Content

☐ Periodical/Magazine

☐ Other Media. Please specify _____

Please answer the following questions:

1. Did you read, view, or listen to the entire work? If not, what parts did you examine?

_____
_____
_____

2. In what specific ways do you think this work is inappropriate for students?

_____
_____
_____

3. What have you been told about the educational purpose of this material?

_____
_____
_____

4. What do you believe is the theme or purpose of this material?

5. For what age group would you recommend this material?

6. Are you aware of the judgment of this work by literary critics and/or professional educators/organizations?

7. What are the valuable aspects of this material?

8. What do you feel may be the results of students reading, listening to, or viewing this material?

9. What work/material of equal or superior value would you recommend replacing the one in question?

10. Please explain your reasons for your objection:

Signature of Complainant

Date

**1312.3**
**6161.12**
**Form 2**

**REGION 14 PUBLIC SCHOOLS**
**WOODBURY, CONNECTICUT**

**Request for Appeal of Reconsideration of Library and Other Educational Materials Decision**

**Full Legal Name: _____ Title of Material:_____**

**Address: _____ Telephone Number: _____**

**Author:_____ Publisher: _____**

**Date the Reconsideration Decision was communicated to you: _____**

**Please explain why you are appealing against this decision:**

_____
_____
_____
_____
_____
_____
_____
_____
_____

**How do you believe the review committee failed to follow the reconsideration process?**

_____
_____
_____
_____
_____
_____

**Are you submitting any documentation with this appeal? If so, please list/describe supporting documents:**

_____
_____
_____
_____
_____
_____

**1312.3**
**6161.12**
**Complainant**
**Letter**

**REGION 14 PUBLIC SCHOOLS**
**WOODBURY, CONNECTICUT**

***Sample Letter to Complainant***

Date: _____

Complainant Name
Address Line 1
Address Line 2

Dear [Complainant's Name],

Thank you for bringing your concerns regarding one of our school's library materials to our attention. In accordance with Connecticut state law, our school has a procedure in place to adjudicate concerns and reconsideration requests.

To facilitate this review, we kindly request that you submit a *Request for Reconsideration* of *Library Books and Materials* form to clearly identify the specific content you find objectionable and describe the nature of your concerns. Once your submission is received, it will be forwarded to the District Library Review Committee for formal consideration. The Committee's review process includes thoroughly reviewing the material, assessing its educational value, and addressing all concerns raised.

If you have any questions or require assistance with this process, please do not hesitate to contact me at [phone number or email address].

Thank you for engaging with us to support a thoughtful and responsible approach to creating libraries that meet the needs of all students.

Sincerely,

**[Your Name]**
[Your "Vested Interest" Identity]

# Personnel -- Non-Certified

## Drug and Alcohol Testing for School Bus Drivers

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations.

In addition, the Board of Education expects its school transportation contractor to train all school bus drivers, with instruction pertaining to the identification, the signs and symptoms of anaphylaxis, and in the administration of epinephrine by a cartridge injector ("EpiPen"), the notification of emergency personnel, and the reporting of an incident involving a student's life-threatening allergic reaction. Such training shall occur following the issuance or renewal of an endorsement to operate a school bus for carrier employees, and upon the hiring of a school bus driver, except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

Prior to employment of bus drivers, the Board of Education expects its school transportation carrier to conduct a full query of the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse (Clearinghouse) to obtain information about the driver's eligibility under federal rules to perform a safety-sensitive function. The District/school transportation carrier will also contact prior employers where the applicant was a CDL driver for information to determine the driver's eligibility to perform safety-sensitive functions. (Prior employers' inquiries will continue until January 2023.)

The school transportation carrier will also utilize the Clearinghouse for current CDL drivers who are employees on at least an annual basis. Required personal information that is collected and maintained in connection with the testing program shall also be reported, as required, to the Clearinghouse.

Legal Reference: United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing (as amended)

395 Hours of Service Drivers

*Holiday v. City of Modesto* (1991) 229 Cal. App. 3d. 528, 540.

# Personnel -- Non-Certified

## Drug and Alcohol Testing for School Bus Drivers

Legal Reference: Connecticut General Statutes (continued)

*International Brotherhood of Teamsters v. Department of Transportation*

932 F. 2d 1292 (1991)

*American Trucking Association, Inc. v. Federal Highway Administration*, (1995) WL 136022 (4th circuit)

10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans. (as amended by PA 18-185)

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276a Regulations re school bus operators and operators of student transportation vehicles; qualifications; training. Pre-employment drug test required for operators

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 18-185, An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools)

Policy adopted:
rev 10/18
rev 2/20
rev 1/21