

BOE Policy Committee Agenda
Monday, May 13, 2024, 9:30 am – 11:00 am
Municipal Building, BOE Conference Room
3 Primrose St. Newtown, CT 06470

CALL TO ORDER
IN ATTENDANCE
PUBLIC PARTICIPATION
APPROVE MINUTES April 22, 2024

OLD BUSINESS
Discussion and possible action:

Item	Reports
Policy 6114 – Emergencies and Disaster Preparedness The committee will review additional edits from the Shipman and Goodwin.	<ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will invite M. Pompano to this policy meeting.
Policy 6114.1 – Fire The committee will review additional edits from the Shipman and Goodwin.	<ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will invite M. Pompano to this policy meeting.
Policy 6114.7 – Safe Schools The committee will continue considering additional revisions to this policy.	<ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will invite M. Pompano to this policy meeting.
Policy 6153.1 – International Student Travel The committee will review Ms. Linnetz edits to this policy.	<ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will invite K. Longobucco, S. McConnell and T. Dejulio to this policy meeting.

NEW BUSINESS
Discussion and possible action:

Item	Reports
Policy 6163.1 – Selection of Library Media Resources The committee will continue to review this current Newtown policy.	<ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will invite A. Uberti to this policy meeting.

UPDATE FROM THE SUPERINTENDENT
PUBLIC PARTICIPATION
ADJOURNMENT

**P6114 (a)
Instruction**

Emergencies and Disaster Preparedness

The Board of Education, ~~using a district security and safe committee~~ shall establish a District Security and Safety Committee (“DSSC”) composed of the Superintendent, the Director of Security and other designated district personnel as the Superintendent may determine. ~~The DSSC shall develop and maintain the District’s emergency operations plans~~ Emergency Operations Plans (“EOP”) including district-level and individual school-level security and safety plans. Such security and safety plans shall utilize an all-hazards approach and utilize the School Security and Safety Plan ~~template standards~~ made available by the Department of Emergency Services and Public ~~Division of Protection and the Department of~~ Emergency Management and Homeland Security (DESPP/DEMHS). The district-level and individual school-level security and safety plans shall be ~~in compliance~~ in compliance with the National Incident Management System (NIMS), ~~and incorporate the National Incident Command System, and be based upon the School Security and Safety Plan Standards issued by the Department of Emergency Services and Public Protection~~ adhere to the requirements of state law.

~~The Superintendent shall be responsible for the EOP in partnership with the Director of Security and the DSSC.~~ The DSSC shall meet on a regular basis and will rely on community involvement, including but not limited to the chief executive officer of the municipality, law enforcement, fire, public health, and emergency ~~management~~ medical services to develop and maintain the EOP, ~~including district-level and individual school-level security and safety plans.~~ At least one Board of Education member shall serve as a Board liaison to the DSSC, and the Superintendent shall report to the full Board of Education on matters of security and safety promptly following each meeting of the DSSC.

Each school shall establish a school security and safety committee (“SSSC”) ~~or a school climate committee (“SCC”)~~ to meet at least annually, that will assist in the development and implementation of the school’s security and safety plan. ~~The SSSC may also function as the School Climate Committee, if so determined by the building principal. In accordance with statutory requirements, the SSSC shall consist of a local police officer, a local first responder, a teacher and an administrative employee at the school, a mental health professional, a parent or guardian of a student enrolled in the school, and any other person the Board deems necessary. The SSSC should also invite subject matter experts to participate in the committee as needed, including, for example, the local public works director, high school student council president, and/or food service director. The Director of Security shall work closely with school Principals~~ principals and their respective SSSC ~~or SCC~~ to develop ~~the~~ district-wide and individual school security and safety plans. Each individual school security and safety plan and any subsequent changes shall be approved in writing by the ~~superintendent~~ Superintendent. Each individual school security and safety plan shall be reviewed annually, and updated, as necessary.

Comment [1]: The SSSC may also serve as the School Climate Committee, but not vice versa. The SSSC must be the identified committee, but it may also serve in the role of the SCC.

~~Each SSSC, in consultation with local law enforcement, fire, emergency management, public health, and emergency medical services, shall provide violence prevention training in a manner prescribed in the plan. Each school security and safety plan shall also provide an orientation on the plan to each school employee.~~ The Board of Education shall direct the Superintendent and/ or

their designee to conduct a security vulnerability assessment of each school every two years; the results of which shall be incorporated into the EOP, as may be necessary, including district-level and individual school security and safety plans, and reported to the DESPP/DEMHS Regional Coordinator. By November 1st of each year, the Board shall submit to the DESPP/DEMHS Regional Coordinator a copy of its plan for that year.

P6114 (b)
Instruction

Emergencies and Disaster Preparedness

A crisis management plan will be developed and maintained as part of the EOP and shall ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. The crisis management plan shall be developed and maintained within the context of the four recognized plans for crisis management (1) Preparedness, (2) Response, (3) Recovery, and (4) Mitigation. In accordance with Policy 6114.1, district-level and school-level emergency response drill activities related to fire safety and other emergencies will be conducted by the District to ensure adherence to EOP and individual school security and safety plan processes and procedures, incident command, internal and external communication, and the orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited, to the following:

- Severe weather
- Fire
- Flood
- Terrorism
- Missing student(s)
- Suicide
- Threatening person(s)
- Weapons/ explosives found on school site
- Any other situation the Safe Schools Committee deems appropriate

Comment [2]: Is this the school security and safety plan or a part of the security and safety plan? Can it be? This should be specified.

The Superintendent, or ~~his/her~~ designee, is responsible for maintaining communication with other community agencies to share information on preparedness and planned emergency response procedures set forth in the EOP. ~~The Superintendent~~ shall also ~~be the responsibility of the Superintendent to~~ ensure that each school in the district works in cooperation with these other community agencies during such emergencies.

Emergency preparedness and response procedures should be periodically discussed with teachers, parents/guardians and students as deemed appropriate by the district and/or individual school-level administrators. Each classroom shall have ready access to emergency response procedures, including, but not limited to fire, safe school mode, shelter in place, and evacuation (“Classroom Emergency Materials”) and such Classroom Emergency Materials as are appropriate for public dissemination shall be made readily accessible to parents/guardians at the

Comment [3]: Documents concerning security procedures/plans are exempt from the FOIA. By including this sentence, the Board may be waiving this FOIA exemption, especially because the policy does not explain what information is “appropriate for public dissemination.” Recommend removing this requiring and relying on the FOIA exemption, should the issue arise.

start of each school year and thereafter at any time upon request. All District personnel shall make themselves familiar with these procedures.

Crisis management must be viewed as a continuous process in which all phases of the EOP are being reviewed and revised. The EOP must be continuously updated based upon experience, research and changing vulnerabilities.

(cf. ~~5141.6—Crisis Prevention/Response~~)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency (Drills)/Crisis Response Drills/Bus Safety Drills)

(cf. 6114.3 – Bomb Threats)

(cf. ~~6114.6—Emergency Closings and Explosive Devices~~)

(cf. 6114.7 – ~~Safe Schools~~School Security and Safety)

Comment [4]: Ensure these internal references are accurate.

Legal ~~Reference:~~ References:

Connecticut General Statutes:

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

~~P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)~~

10-222m – School security and safety plans. School security and safety committees

10-222n – School security and safety plan standards

State Standards:

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

Policy adopted: ~~New~~, 6/3/2014

Policy amended:

Instruction**Fire Emergency (Drills)/Crisis Response Drills/Bus Safety Drills**

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than ten days after the first day of school each year. In addition to the initial fire drill, each school shall conduct a safe school mode drill, shelter in place drill, fire/ campus evacuation drill and a lockdown drill no later than thirty days after the first day of school. Afterwards, a crisis response drill shall be substituted for one of the required monthly school fire drills every three months. All emergency response drills shall be scheduled, and the results documented, in the district's emergency exercise software.

Each Building Principal shall prepare a comprehensive fire emergency plan, as to route and manner of exit and furnish it to all staff and students. Fire drills shall be planned and conducted to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The ~~format of the~~Board shall develop crisis response drill ~~shall be developed~~protocols in consultation with the appropriate law enforcement agency and the District Security and Safety Committee (DSSC). Such protocols shall meet the statutory requirements. Further, a representative of the local law enforcement agency, fire department, and/or town emergency management team shall supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of fire evacuation, safe school mode lockdown, campus evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of these crisis response drills.

The school bus transportation company (contractor) shall conduct a minimum of two (2) bus safety drills each school year. The purpose of these drills is to educate students in safe riding practices, and how to safely and expeditiously evacuate a school bus during an emergency incident. At least one of these drills shall require students to actually physically perform the evacuation procedures. The transportation company shall coordinate the dates and times of bus safety drills in advance with each school principal to ensure that local first responders have the opportunity to evaluate, score, and provide feedback. The Board's contract with the transportation company shall require these bus safety drills to be completed.

Principals shall maintain a record of all fire ~~and~~, crisis response and bus safety drills held in their schools, in the district's emergency exercise software, stating the date and time the drill was held, the time required to complete the drill utilizing the appropriate response procedures, the actions taken prior to the drill to notify parents/ students of the drill (if ~~needed~~necessary), as well as actions taken following the drill to address opportunities for improvement.

LocalAs required by Connecticut General Statutes § 10-222n, local law enforcement and other local public safety ~~official~~officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes § 10-231. "Public Safety Officials" include the local emergency management director, fire marshal, building inspector and emergency medical services representative. Each of the named officials ~~should~~shall evaluate and provide feedback on a representative sampling of fire/crisis response drills each year. The Board of Education shall annually submit reports to the Department of Emergency Services and

Comment [1]: Just as a note, the statutory requirement is within the first thirty days, not ten.

Additionally, are "safe school mode drills, shelter in place drills, fire/ campus evacuation drills and a lockdown drills" all separate drills? If so, that would require four drills to be held in one month. Also, are a safe school mode drills, shelter in place drills, and lockdown all crisis drills? If so, I would add a sentence that says that those three types of drills are crisis response drills.

Comment [2]: The Safety Plan Standards state that it is "best practice" for a representative to attend drills.

If the school is requiring local law enforcement to supervise/participate in crisis response drills, then there should be an MOU/MOA with that agency.

Comment [3]: If you are requiring the transportation company to comply with Board policies, you will need to include a specific requirement regarding compliance with Board policies about bus safety drills in the contract with the transportation company.

Public Protection and Department of Emergency Management and Homeland Security regarding such fire drills and crisis response drills.

~~(cf. 5141.6 – Crisis Management Plan)~~

(cf. 5142 – Student Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

Legal References:

Legal Reference: Connecticut General Statutes:

10-231 Fire drills. ~~(as amended by PA-00-220 and PA-09-131)~~ Crisis Response Drills.

~~P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety~~

10-222m – School security and safety plans. School security and safety committees

10-222n – School security and safety plan standards

State Standards:

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

Policy adopted: 6/3/2014 ~~(This policy replaces 2-500)~~

Policy amended:

Instruction

School Security and Safety

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff, or others. While committed to the protection of each person's constitutional rights, including due process rights, the Board does not condone lawlessness. Any individual committing violent acts on school property will be disciplined according to applicable Board policy and regulations.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

Each school's School Security and Safety Committee (SSSC) will review specific policies, regulations, plans and procedures in order to ensure a comprehensive and effective program to prevent and punish vandalism and violence occurring in the schools and on district property. Simultaneously with the work of the committee, the Superintendent of Schools and appropriate school administrators shall review the practices at each school and shall submit a separate report to the Board including any findings and recommendations on the implementation of committee suggestions on these and other policies, regulations, plans and procedures concerning safety.

The advisory committee shall examine the policies, regulations, plans and procedures concerning:

1. student conduct and discipline;
2. the maintenance of public order on school property;
3. the banning of weapons on school property with the exception of approved security personnel;
4. drug and alcohol abuse;
5. school emergency management;
6. coordination efforts with law enforcement agencies;
7. searches and seizures by school officials;
8. training for staff and students in conflict resolution and violence prevention; and
9. building security measures including procedures governing visitors to the schools and access to school buildings.

~~The Board shall conduct a security and vulnerability assessment of each school annually and use the results to maintain the District's Emergency Operations Plan and each school's security and safety plan.~~

~~Development of the District's Emergency Operations Plan and each school's security and safety plan will be the responsibility of the Director of Security in partnership with the District Security and Safety Committee (DSSC). The DSSC includes a variety of professionals with expertise in emergency management, (e.g., chief executive officer of the municipality, police, fire, district security, superintendent, and emergency medical services personnel), as well as community partners such as public and mental health professionals and school-based staff. The DSSC shall work closely with school-based crisis response teams to develop district-wide and building-specific emergency management plans. Such plans shall be compliant with the National Incident~~

~~Management System (NIMS) and incorporate the Incident Command System (ICS), and remain compliant with the standards for such plans issued by the Department of Emergency Services and Public Protection (DESPP).~~

P6114.7(b)

Instruction

School Security and Safety (continued)

The crisis management plan for each school shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the District can do to reduce or eliminate the risk to life and property.
- **Preparedness** focuses on the process of planning for the worst-case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis.

~~Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities.~~

(cf. 5131 - Conduct at School and Activities)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Drugs/Alcohol and Tobacco)

(cf. 5131.8 - Out of School Misconduct)

(cf. 5131.9 - Gang Action by or Association)

(cf. 5141.6 – Crisis Management Plan)

(cf. 5146 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5147 - Suicide Prevention)

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5144 - Administering Medications)

Instruction

School Security and Safety (continued)

(cf. 5145 - Communicable and Infectious Diseases)
(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)
(cf. 6114 - Emergencies)
(cf. 6161.11 - Drugs/Alcohol and Tobacco)

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-221 Boards of education to prescribe rules.
10-233a through 10-233f re in-school suspension, suspension, expulsion. (As amended by PA 95-304, An Act Concerning School Safety).
52-572 Parental liability for torts of minors. Damage defined.
53a-3 Firearms and deadly weapons.
53-206 Carrying and sale of dangerous weapons.
53a-217b Possession of firearms and deadly weapons on school grounds.
PA 94-221 An Act Concerning School Safety.
PA 95-304 An Act Concerning School Safety.
PA 97-290 An Act Enhancing Educational Choices and Opportunities.
GOALS 2000: Education America Act.
18 U.S.C. 921 Definitions.
Title III - Amendments to the Individuals with Disabilities Education Act.
Sec. 314 (Local Control Over Violence).
Elementary and Secondary Education Act of 1965 as amended by the Gun Free Schools Act of 1994.
New Jersey v. TLO., 469 U.S. 325; 1055. CT. 733.

Policy adopted: June 3, 2014
Policy revised: August 14, 2018

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Optional policy to consider in which the district may approve an educational tour.

Instruction

Educational Tours

~~As a supplement to a particular course of instruction, Ss~~ Staff members may conduct educational tours, within or outside the District, the State of Connecticut or the United States, for the students or employees, or both, of any school or schools within the District. Such tour/trip is subject to District approval. Approval shall be based upon the educational relevancy to the proposed trip/tour.

Any approved trip/tour by the Board of Education (Board) to a destination outside of the United States shall be subject to U.S. State Department and Centers for Disease Control and Prevention travel advisories. In addition, any Board approved international student travel trip/tour requires registration of the trip with the local U.S. Embassy via the State Department's Smart Traveler Enrollment Program (STEP).

Foreign travel trips utilizing a tour company shall have the contract reviewed by the Board's attorney in advance of signing to ensure that it satisfies school Board policy and provides sufficient protection against liability. The District's policies shall apply, in addition to tour company requirements.

No student or employee may participate in such a tour unless he/she has accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour. Each student participating in the tour must provide an Emergency Treatment waiver signed by the parent or guardian to include emergency phone numbers and hospital insurance policy number and/or other data deemed necessary to implement this policy. Participation is dependent on meeting the deadline to visit a certified travel clinic, verification from a physician that student is fit for international travel, and compliance with district medication policy. School funds may not be used for any expenditures incurred on such a tour.

Employees entering into contracts or agreements with commercial agencies, without formal District approval, do so at their own risk. As such, any activity trip not approved by the Board is considered a private venture. The Board shall not be a co-sponsor of any such trip. Any distributed materials for such trips/tours must expressly and prominently state: "This program is not sponsored or endorsed by the Newtown School District." This disclaimer should appear on each item of tour/trip literature. The tour operator and/or the teacher sponsoring such trip shall acknowledge in writing to the Board that the trip/tour is not school or District sponsored or endorsed.

Alternate language:

~~As a supplement to a particular course of instruction, staff members may conduct educational tours, within or without the District, the State of Connecticut or the United States, for the students or employees, or both, of any school or schools within the District.~~

Instruction

Educational Tours

Alternate language: (continued)

~~Educational tour participants are required to have accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour. In addition, school funds may not be used for any expenditures incurred on such a tour, whereas school funds may be expended for a field trip. Each student participating in the tour must provide an Emergency Treatment waiver signed by the parent or guardian to include emergency phone numbers and hospital insurance policy number and/or other data deemed necessary to implement this policy.~~

- (cf. 1140 – Distribution of Materials to and by Students)
- (cf. 1140.1 – Distribution of Non-School Literature)
- (cf. 1324 – Fundraising)
- (cf. 1330 – Use of School Facilities)
- (cf. 3515 – Community Use of School Facilities)
- (cf. 6153 – Field Trips)
- (cf. 6153.11 – Non-Educational Field Trips)

CABE's optional regulation.

Instruction

Educational Tours

School Sponsored Tours

1. Administrative approval for the tour must be based upon educational relevancy. Requests for such trips shall include the essential outcomes/educational standards for the trip.
2. All school District policies, including those pertaining to student conduct shall apply to international student travel.
3. The District Central Office will review the District Insurance insurance must be reviewed with the insurance carrier to determine adequacy.
4. The participants on the tour, employees, and students, must show evidence of accident and health insurance. The Principal will have on file the documents which indicate that each participant of the tour has insurance and include the policy numbers when necessary.
- 4.5. Participation is dependent on meeting the deadline to visit a certified travel clinic, verification from a physician that student is fit for international travel, and compliance with the district medication policy.
- 5.6. The students and adults participating in the tour must be responsible for their own travel expenses and living expenses while on the tour. No school funds or educational funds will be utilized for any expenses incurred on such tours.
- 6.7. The Principal will be responsible to see that all Board of Education policies and administrative procedures are followed.
- 7.8. The Principal will be responsible for reviewing tours and will forward a recommendation concerning all suggested tours to the Superintendent for review.
- 8.9. Any tour out of the country shall then be forwarded to the Board of Education by the Superintendent with a recommendation for Board of Education consideration and possible approval. The recommendation will take into account any foreign travel warnings or cautions issued by the U.S. State Department.
- 9.10. Pre-approval in writing from the District's insurance company must be obtained by the District prior to departure.
- 10.11. A mandatory information meeting with students and their parents/guardians shall be held prior to the initiation of the tour. Parents and students shall be provided with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary. In addition, students and parents will be provided with the cost of the trip and the payment schedule.
- 11.12. Adequate supervision, based on the number of students and the travel involved, shall be provided by the District as directed by the Superintendent or his/her designee. This will include a minimum of two chaperones, ideally of different genders.
- 12.13. Chaperones shall be trained, as deemed necessary.
- 13.14. School District staff shall review acceptable standards of conduct with the students in advance of the trip/tour.

14.15. Student safety will be a primary consideration. School District staff sponsoring international student travel shall ensure chaperones and student participants register their travel with the Smart Traveler Enrollment Program (STEP) associated with the applicable US Embassy or Embassies. In the event an incident occurs requiring assistance from the US Embassy, the applicable District administrator incident commander will be notified.~~establish or procure written safety, crisis, and risk management plans.~~

Instruction

Educational Tours

School Sponsored Tours (continued)

- 15.16. All trip documents, signed medical disclosures and releases, etc., shall be retained at least until the expiration of the statute of limitations for filing a claim.
- 16.17. Permission forms and medical forms are to be reviewed by the Board's attorney.
- 17.18. Procedures are to be established for collecting pertinent health information including medical/prescription needs and for addressing students' health needs and any ~~constraint~~constrains, including food allergies that might impact a student's ability to fully participate or keep up with the group's planned activities.
- 18.19. The tour company's contract is to be reviewed by the Board's attorney, prior to signature. All district policies shall apply, in addition to tour company requirements.

NonSchool Sponsored Tours

1. The District does not sponsor, provide, or facilitate non-school-sponsored international travel.
2. School District employees must not participate in or make arrangements for international travel involving District students that appear to be school sponsored.
3. ~~The teacher acting as a private agency must advise the school of intent to plan such tours.~~
4. ~~Students will not be contacted during regular school hours. The Principal may approve a limited number of meetings related to the proposed educational tour to be held in the school building. (Alternate: Meetings for non-school-sponsored international travel shall not be held on school property.)~~
5. ~~No pressure of any kind will be exerted on students to influence their participation.~~
6. ~~Clear and definitive statements from agents must accompany all materials and literature advising the Principal that the school is not in any way sponsoring or participating in the educational tour activity.~~
7. ~~The teacher acting as a private agency must file a list of participants ten days in advance of the intended trip in order to afford the school an opportunity to advise parents that the school is not sponsoring or participating in the educational tour.~~

Regulation approved:

rev. 4/15

Instruction

Selection of Library Media Resources

The Newtown Board of Education (the “Board”) is legally responsible for all matters relating to the operation of its schools, including the library media centers. The Board delegates to the Superintendent of Schools the authority and responsibility for library materials in all formats. Responsibility for selection and maintenance of library materials rests with professionally trained library personnel (“library media specialists”) acting under the supervision of the building administrator, Assistant Superintendent, and Superintendent, using the Board’s selection and weeding criteria and procedures as described in this policy.

Selection Criteria

The Board has developed library media materials selection criteria with the following goals:

- To implement the educational goals and instructional objectives of the Newtown Public Schools (the “District”);
- To assist library media specialists in the selection of library materials;
- To inform the public about criteria upon which library selections are made;
- To maintain a well-balanced and broad collection of materials for information, reference, and research;
- To represent differing viewpoints on controversial issues;
- To provide a diverse collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories and experiences;
- To promote critical thinking and a love of lifelong learning by offering students a wide array of print and non-print materials; and
- To provide recreational media resources.

Selection of library media materials will be based upon consideration of the following:

- Relevancy or permanent value;
- Accuracy;
- Readability;
- Clear presentation and format;
- Educational significance;
- Need and value to the collection;
- Such other resources, including recommended reading lists, as determined by the library media specialists; and
- Age appropriateness, in alignment with existing, Board-approved curricula, for:
 - Elementary (grades PK-4, generally ages 0-10);
 - Intermediate (grades 5-6, generally ages 10-12);
 - Middle School (grades 7-8, generally ages 12-13); and
 - High School (grades 9-12, generally ages 13-17).

P6163.1(b)

In evaluating age appropriateness, the following criteria will apply:

- Recommendations set forth by the following organizations (“Library Review Resources”) will be consulted when determining age appropriateness, including but not limited to:
 - School Library Journal
 - Kirkus
 - Booklist
 - Young Adult Library Services Association (YALSA) Best Books for Young Adults
 - Common Sense Media
 - Follett Titlewave
- If there is agreement as to age appropriateness from at least two Library Review Resources and the material under consideration aligns with District curricular offerings for the relevant school level (*i.e.*, elementary, intermediate, middle, or high school), then the library media specialist may follow the age appropriateness recommendation of the Library Review Resources.
- In the event that there is no requisite agreement among Library Review Resources about the age appropriateness of the material, the building administrator will determine the age appropriateness in consultation with the Assistant Superintendent.
- In the event that library materials are not rated by the Library Review Resources (*e.g.*, if they are newly published or classics), the library media specialist will conduct an examination of the book and make a recommendation, including a rationale, to the building administrator and Assistant Superintendent for determination as to whether to include the material in the school library collection at that school (“School Library Collection”).
- Finally, if the material under consideration contains graphic and/or excessive violence, explicit sexual content, excessive use of expletives, or hate speech, then the library media specialist shall follow the process outlined below.

The Board believes that school library media materials that (1) contain graphic and/or excessive violence, explicit sexual content, excessive use of expletives, or hate speech, and (2) lack overall literary or educational merit should not be included in the District’s library media centers. If, based on the overall literary or educational merit of a particular resource, the library media specialist determines it is appropriate to include in the School Library Collection material containing graphic and/or excessive violence, explicit sexual content, excessive use of expletives, or hate speech, the library media specialist will conduct an examination of the material and prepare a written rationale for selection. The rationale for selection will then be presented to the building administrator and Assistant Superintendent to determine whether to include the material in the School Library Collection. If, after reviewing the material and the proposed rationale, the building administrator and Assistant Superintendent decide that inclusion

in the school library is appropriate, the rationale will be approved (with or without revision) and will remain on record with the school (“Rationale for Selection”).

Gifts and Donated Materials

Gifts or donated materials will be subject to the same selection criteria as purchased materials. Gifted or donated materials will only be accepted after being reviewed by District staff in accordance with the

P6163.1(c)

above selection procedures. If the gifted or donated material does not meet the criteria identified above, it will not be placed in the school library collection.

Collection Maintenance and Weeding

Library media specialists will conduct an inventory of the School Library Collection and equipment on an ongoing basis. The inventory can be used to determine losses and remove damaged or worn materials that can then be considered for replacement.

Library media specialists will engage in systematic inspection of materials that may result in weeding in accordance with this policy. Considerations for weeding shall include but are not limited to:

- Worn and damaged materials,
- Superseded editions,
- Unnecessary duplications (based on circulation),
- Material that is factually inaccurate,
- Age appropriateness (as described above), and/or
- Materials that have had little to no circulation over an extended period of time.

Book Reconsideration Requests

The Board acknowledges that, despite the care taken to select library media resources, occasional requests to reconsider a library media selection (“Material for Reconsideration”) may be made by a parent and/or guardian of a student enrolled in Newtown Public Schools (“Requestor”). Such requests should be referred to the library media specialist of the school in which the library media material is housed using the Initial Reconsideration Request form. The Material for Reconsideration will remain in circulation during the reconsideration process.

Initial Reconsideration Request

Upon receiving an Initial Reconsideration Request form, the library media specialist will notify the building administrator and Assistant Superintendent and, then, conduct an examination of the material to determine whether or not it meets the selection criteria as set forth above (“Selection Criteria”). Additionally, the library media specialist will notify the building administrator and Assistant Superintendent of the outcome of any reconsideration requests. Requests will be addressed in the order in which they are received and in accordance with the time frames established below, provided that such time frames may be reasonably extended based on the number of pending requests at any given time and/or other extenuating circumstances.

- If the library media specialist determines that the Material for Reconsideration does not meet the Selection Criteria, then it will be removed from the School Library Collection and the Requestor will be notified of this decision within ten (10) school days of the original request.
- If the library media specialist determines that the Material for Reconsideration meets the Selection Criteria and will therefore be retained in the School Library Collection, the Requestor will be notified of this decision within ten (10) school days of the original request.
- If the Material for Reconsideration contains graphic and/or excessive violence, explicit sexual content, excessive use of expletives, or hate speech, and has been retained on the basis of the material’s overall literary or educational merit pursuant to a previously approved Rationale for Selection, then upon notification that the material will be retained in the School Library Collection, the library media specialist will also provide the Requestor with a copy of the previously approved Rationale for Selection for such library material.
- If the Material for Reconsideration contains graphic and/or excessive violence, explicit sexual

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content, excessive use of expletives, or hate speech, but the Material for Reconsideration does not have a previously approved Rationale for Selection and the library media specialist determines that it should continue to be included in the School Library Collection based on its overall literary or educational merit, then the library media specialist will conduct an examination of the material, prepare a written rationale for selection, and present it to the building administrator and Assistant Superintendent for their review within five (5) school days of the original request. Within ten (10) school days of receiving the rationale, the building administrator and Assistant Superintendent will review both the material and the rationale to determine whether or not the library material shall remain in the School Library Collection. If the building administrator and Assistant Superintendent decide that inclusion in the School Library Collection is appropriate, the rationale will be approved (with or without revision) and will remain on record with the school. The Requestor will be notified of this decision within fifteen (15) school days of the original request and provided with a copy of the approved Rationale for Selection. If the building administrator and Assistant Superintendent determine that the rationale does not sufficiently support the inclusion of such material in the School Library Collection, the Material for Reconsideration will be removed from the School Library Collection, and the Requestor will be notified of this decision within fifteen (15) school days of the original request.

Final Reconsideration Request

If, after the process outlined above is complete, it has been determined that the Material for Reconsideration shall remain in the School Library Collection, the Requestor may choose to submit a Final Reconsideration Request form to the Superintendent. Within ten (10) school days of receiving the written request, the Superintendent will consult with stakeholders from the school community, including appropriate school staff, the Requester and other parent/guardian representation, as appropriate, to fairly and fully evaluate the decision to retain the Material for Reconsideration subject to the Final Reconsideration Request. The

Superintendent will review relevant information pertaining to the request in order to make a final determination as to whether the Material for Reconsideration should be retained in the School Library Collection (the school library in which it is housed), moved to a different level (*e.g.*, from the middle school to the high school), or removed from the District's library circulation entirely. This decision will be communicated in writing to the Requestor, the Assistant Superintendent, the building administrator and library media specialist within fifteen (15) school days of receiving the Final Reconsideration Request form, provided that such time frame may be reasonably extended based on the number of pending requests at any given time and/or other extenuating circumstances. The Superintendent will report to the Board any decisions resulting from Final Reconsideration Requests.

Documentation of Rationales for Selection, Reconsideration Requests and Determinations

Each library media specialist shall create and maintain a list of library material resources that (1) contain graphic and/or excessive violence, explicit sexual content, excessive use of expletives, or hate speech and (2) have an approved an Rationale for Selection. The list, along with the approved Rationales for Selection, shall periodically distributed to parents and/or guardians and shall be available upon request.

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Each library media specialist shall also create and maintain a log of reconsideration requests, which shall include, as to each Material for Reconsideration:

- 1) the name and author/creator of the Material for Reconsideration,
- 2) the date of the Initial Reconsideration Request and the Final Reconsideration Request (if any),
- 3) the outcome of the reconsideration request(s) (e.g., whether the material was retained, removed, or moved to another school), and
- 4) the date of resolution.

This log shall be periodically distributed to parents and/or guardians and shall be available upon request.

The District will not be required to entertain reconsideration requests as to any particular Material for Reconsideration for which a determination has been made (in response to an Initial and/or Final Reconsideration Request) within the previous five (5) years.

Library Media Resource Restriction Requests

The Board values its partnership with parents and guardians. As such, each parent/guardian may determine the appropriateness of library resource materials for their children and should afford the same right to other families. Parents/guardians who want to restrict their children's access to specific library media materials can submit the NPS Library Media Resource Restriction form to the library media specialist of the school in which their child is enrolled. Requests that library materials concerning general topics or themes will be restricted will not be honored. Parents who choose this option are expected to let their child know, in advance, that there are some materials they may not be allowed to check out from the library.

The Board authorizes the administration to develop Administrative Regulations in furtherance of this policy.

Instruction

Procedures for Library Media Restrictions and Reconsideration of Library Media Materials

Guiding Principles:

- Parents and/or guardians have the right to determine what library media materials their child(ren) has(have) access to and may choose to restrict access to certain library materials from them.
- The library media specialists selecting library materials are duly qualified to make such selections and will follow the proper procedures set forth in this policy.
- Collaborative conversations between library media specialists, administrators and parents are essential to building and maintaining strong home-school connections and should always be the first option when managing parent and/or guardian concerns.
- The principal will review the selection criteria and reconsideration process with the library media staff annually.
- When library media materials are challenged, the principles of the freedom to read/listen/view must be defended as well.
- Access to library media materials will not be restricted during the reconsideration process.
- Any decision to remove library media materials does not necessarily reflect negatively on the professional judgment involved in the original selection and/or use of the materials.

Library Media Resource Restriction Requests

Parents/guardians who want to restrict their child from checking out certain library media print materials can complete the NPS Library Media Resource Restriction form. All such forms will be subject to the Family Educational Rights and Privacy Act (FERPA) which protects the privacy of student educational records and cannot be disclosed to outside parties.

Instructions:

1. No more than 15 specific titles per child may be requested for restriction.
2. If there are more than 15 specific titles that you would like restricted from your child, you must schedule a meeting with the building principal and library media specialist to discuss other possible options. Forms with more than 15 titles will not be accepted.
3. A separate form must be completed for each child.
4. Before submitting this form, please verify that the title you are requesting for restriction is part of the collection of your child's school library.
5. Requests that general topics or themes be restricted will not be honored.
6. By selecting this option, you are agreeing to let your child know, in advance, that there are some materials they may not be allowed to check out from the library.
7. Please also keep in mind that while this process may reduce the likelihood that a student will be exposed to content from the titles selected for restriction, it does not guarantee that a student will not pull a book off the shelf to look at it or will not be exposed to or hear about content from a classmate.
8. Books are added to the library media collection continually and it is the responsibility of the parent/guardian to monitor changes that may impact their restriction request.

Student

Name _____ Grade _____

Parent/Guardian

Name _____

Phone _____ Email _____

Address _____

Book Title/Author

#1 _____

Book Title/Author

#2 _____

Book Title/Author

#3 _____

Book Title/Author

#4 _____

Book Title/Author

#5 _____

Book Title/Author

#6 _____

Book Title/Author

#7 _____

Book Title/Author

#8 _____

Book Title/Author

#9 _____

Book Title/Author

#10 _____

Book Title/Author

#11 _____

Book Title/Author

#12 _____

Book Title/Author

#13 _____

Book Title/Author

#14 _____

Book Title/Author

#15 _____

Parent/Guardian Signature

Date _____

Submit completed form to the library media specialist of the school that your child attends.

Initial Reconsideration Request

The privacy of the individuals submitting Reconsideration Requests may not be protected if, once submitted, this form is the subject of a Freedom of Information Act (FOIA) request. FOIA grants the public the right to request records from any federal agency. Questions or concerns about FOIA may be directed to the building principal or assistant superintendent.

Instructions:

1. You must be a parent and/or guardian of a student enrolled in Newtown Public Schools to submit this form.
2. Before submitting this form, you must contact the library media specialist to review any existing documentation of rationales for selection, reconsideration requests and determinations. If the material you are requesting be reconsidered does not appear on any list, you can then share your concerns with the library media specialist to see if they can be addressed without submitting this form.
3. Submission of this form is an attestation that you have read or viewed the material in its entirety.
4. All fields must be fully completed. Incomplete, indecipherable or duplicated forms will not be considered.
5. A separate form must be completed for each material you are requesting be reconsidered.

Title _____

Author _____

Publisher (if known) _____ Copyright Date _____

Requester _____

Phone _____ Email _____

Address _____

What brought this material to your attention? _____

Have you reached out to the library media specialist to discuss your concerns related to this material?

_____ Yes, Date _____ No

Have you personally read or viewed this entire material? _____ Yes _____ No

What concerns you about this material?

If the material in question is a book, please cite the pages and passages that you question. Use a separate piece of paper if you require more space.

Page #: Passage:

Page #: Passage:

Page # Passage:

Are there resources that you can share to provide additional information and/or viewpoints relating to this material that should be considered?

What action are you requesting be taken regarding this material?

_____ Re-evaluation regarding age-appropriateness

_____ Removal from school library

_____ Other:

Signature of Requester

Date _____

Submit completed form to the library media specialist of the school in which the material exists.

Final Reconsideration Request

The privacy of the individuals submitting Reconsideration Requests may not be protected if, once submitted, this form is the subject of a Freedom of Information Act (FOIA) request. FOIA grants the public the right to request records from any federal agency. Questions or concerns about FOIA may be directed to the building principal or assistant superintendent.

Instructions:

1. This form can only be used if you have filed an Initial Reconsideration Request and disagree with the outcome of that request.
2. You must be a parent and/or guardian of a student enrolled in Newtown Public Schools to submit this form.
3. Submission of this form is an attestation that you must have read or viewed the material in its entirety.
4. All fields must be fully completed. Incomplete, indecipherable or duplicated forms will not be considered.
5. A separate form must be completed for each material you are requesting be reconsidered.

Title _____

Author _____

Publisher (if known) _____

Copyright Date _____

Requester _____

Phone _____

Email _____

Address _____

Why are you pursuing a reconsideration of this material?

In what way(s) do you believe the material subject to this reconsideration request fails to comply with criteria set forth in Policy 6163.1?

Are there resources that you can share to provide additional information and/or viewpoints relating to this

material that should be considered but have not yet been? Yes No

If so, what are they?

Please provide any other information that should be considered in this final review of the material?

What action are you requesting be taken regarding this material?

Re-evaluation regarding age-appropriateness

Removal from school library

Moved to another school library

Other:

Signature of Requester

Date

Submit completed form to:

Superintendent of Schools
Newtown Public School District
3 Primrose Street
Newtown, CT 07470