

January 13, 2014

Staples High School

## WESTPORT BOARD OF EDUCATION

### **\*AGENDA**

(Agenda Subject to Modification in Accordance with Law)

#### **PUBLIC SESSION/PLEDGE OF ALLEGIANCE:**

7:30 p.m., Staples High School, Cafeteria B (Room 301)

#### **ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

#### **PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)**

**MINUTES:** January 6 and 7, 2014

#### **DISCUSSION:**

- |   |                         |
|---|-------------------------|
| 1. 2014-15 Proposed Budget of the Superintendent of Schools | Dr. Landon<br>Mr. Longo |
|---|-------------------------|

#### **DISCUSSION/ACTION:**

- |  |                    |
|--|--------------------|
| 1. Administrative Regulation R 5125: Student Records | (Encl.) Dr. Landon |
| 2. Acceptance of Gift                                | (Encl.) Dr. Landon |

#### **ADJOURNMENT**

\*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @[www.westport.k12.ct.us](http://www.westport.k12.ct.us)

##### **PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:**

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

# WESTPORT PUBLIC SCHOOLS

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ELLIOTT LANDON  
*Superintendent of Schools*

110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
TELEPHONE: (203) 341-1010  
FAX: (203) 341-1029

To: Members of the Board of Education  
From: Elliott Landon  
Subject: Administrative Regulation R 5125: Student Records  
Date: January 13, 2014

Please find appended to this memorandum a final revision to the above-referenced Administrative Regulation. This revision reflects the several discussions we have had at public Board meetings and incorporates all the modifications suggested by the Board and the Administration.

## **ADMINISTRATIVE RECOMMENDATION**

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves Administrative Regulation R 5125: Student Records with a copy of the Regulation appended to the Minutes of the meeting of January 13, 2014.**

A handwritten signature in black ink, appearing to read "Elliott", with a long horizontal flourish extending to the right.

## **Students**

### **Student Records**

For reasons related to: (1) consistency in providing information and (2) ensuring that documents sent to receiving private, parochial or other public schools have been seen previously by a parent or guardian, it is the policy of the Westport Public Schools that for all students K-12, *only* official health records, cumulative report card information, report cards and student records are to be released to such receiving schools.

Student records are to be sent to receiving schools only after written permission from a parent or guardian of a student has been received in the school office.

**Where teachers elect to respond to parent/guardian requests for recommendations to private, parochial, other public schools, or summer academic programs, such letters of recommendation shall be reviewed by the Superintendent or his/her designee within 48 hours of submission of the letter for review. The review process is necessary to ensure that the Westport Public Schools are not exposed to any liability by virtue of such letters of recommendation.**

Adopted:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

# WESTPORT PUBLIC SCHOOLS

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ELLIOTT LANDON  
*Superintendent of Schools*

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TELEPHONE: (203) 341-1010  
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To: Members of the Board of Education  
From: Elliott Landon  
Subject: Acceptance of Gift  
Date: January 13, 2014

I am pleased to inform you that the Staples High School PTA will be purchasing a MakerBot 3D printer and appropriate accessories for use by students and teachers at Staples. The value of this gift is estimated to be \$2,679.

It is recommended that the Board accept this generous gift with gratitude and appreciation to the Staples High School PTA.

## ADMINISTRATIVE RECOMMENDATION

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with thanks and appreciation a gift from the Staples High School PTA valued at \$2,679 for the purchase of a MakerBot 3D Printer with accessories for instructional use within Staples High School.**

