

Branford Board of Education Teaching and Learning Committee

May 7, 2025



Tonight @ Teaching and Learning

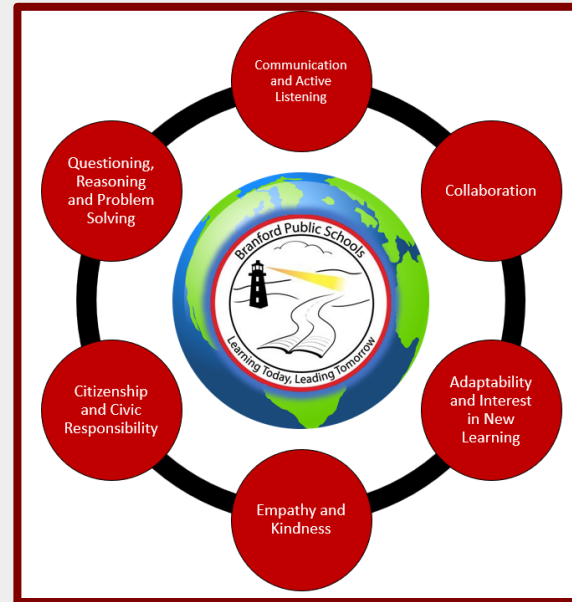


1. BHS CNA Program
2. T&L Year in Review

Mission & Global Competencies

Mission

The Branford Public School's community is committed to developing lifelong learners who are capable and confident, who contribute to their community, and who succeed in a changing global society.



Strategic Coherence Plan (SCP)

Goals

1. Ensure equal opportunity for growth and development for all Branford students.
2. **Align the key systems in the District to support the student acquisition of the Global Learning Competencies through the implementation of the Definition of Deep Learning.**
3. Improve the process and tools used to communicate and engage critical stakeholders.



Definition of Deep Learning

Feedback: Providing continuous skills development, recognizing progress at each stage, while incorporating mentoring, feedback, and support throughout the learning process.

Content: Ensuring students progress from initial understanding to application of content by continuously reviewing and upgrading their knowledge and skills, using high-quality resources, and engaging in hands-on experiences.

Context: Promoting intrinsic motivation and student engagement in the pursuit of learning by communicating high expectations within an environment of clear rules and procedures and nurturing relationships.

Community: Cultivating a safe, supportive, and collaborative culture with colleagues, students, and families to optimize learning for educators and students.





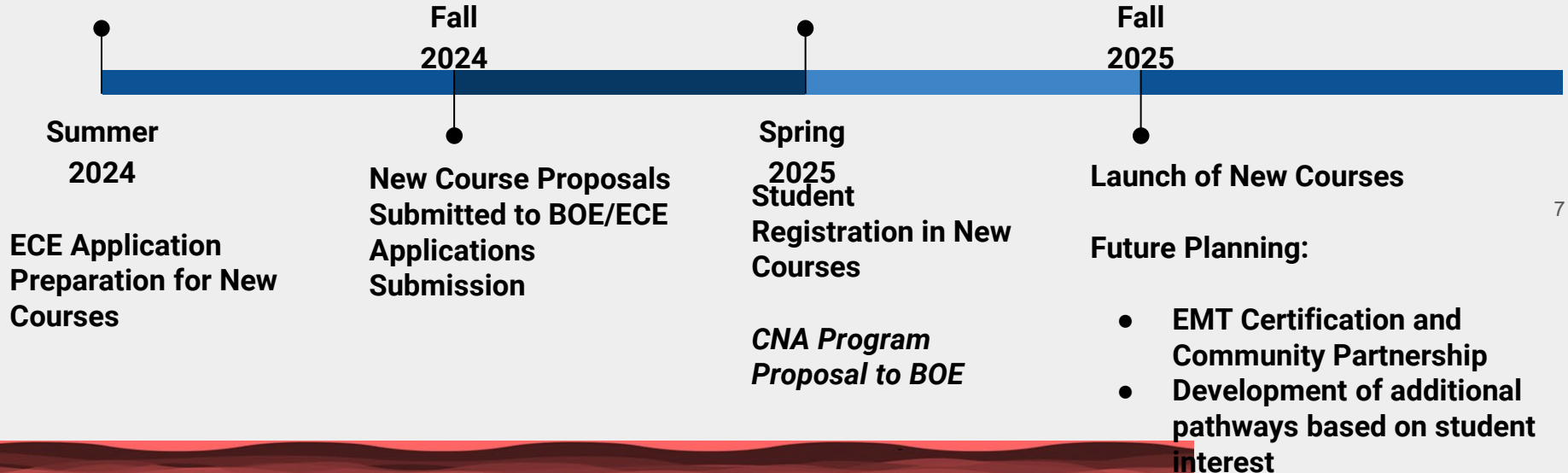
BHS CNA Program

Development of Pathways



Goals for 25/26 School Year:

- Development of Pathway: Health Science
- Strengthen ECE program offerings





CNA Program: Why a CNA Program?

- Responds to workforce demand in healthcare
- Aligns with student interest in medical careers
- Provides early college/career experience
- Offers state-recognized certification

- Immediate post-pandemic healthcare needs
- National CNA shortage
- Provides meaningful pathways for students with career/college goals
- Strategic alignment with BHS CTE and STEM goals



CNA Program: Program Overview



- Offered in partnership with Excel Academy
- 1.5 credit course (Science/STEM elective)
- Blended learning model: classroom + clinical
- Eligible for Connecticut CNA Certification Exam

CNA Program: Student Benefits

- Certification before high school graduation
- Preparation for nursing/healthcare careers
- Builds critical soft skills: empathy, communication, problem-solving
- Clinical hours may support future graduate programs



CNA Program: Target Audience



- Juniors and Seniors: Must be 16 years of age or turning 16 within the school year

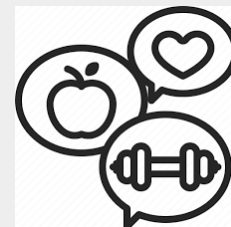
Especially those interested in:

- Healthcare
- Direct-to-workforce paths
- Nursing school or allied health careers

CNA Program: Curriculum Highlights

Modules Covering:

- Communication and safety
- Basic and personal care skills
- Mental health & cognitive impairments
- Restorative services
- Resident rights
- Total: **100+ hours** (classroom + clinical)



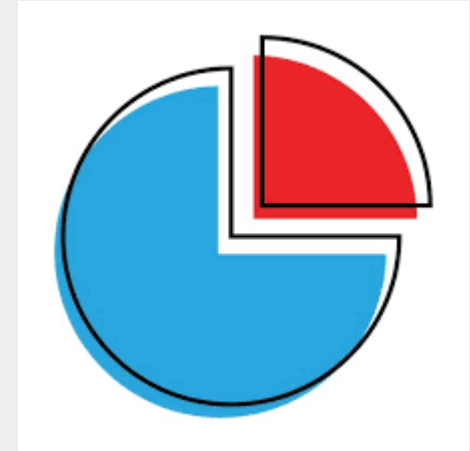
CNA Program: Logistics and Facility



- ❑ Two dedicated classrooms:
 - ❑ One for instruction
 - ❑ One for a skills lab (4 hospital beds, sink, bathroom)
- ❑ No new staffing needed (Excel Academy provides RN instructor)
- ❑ Estimated enrollment: 10 students (minimum 8)

CNA Program: Budget Overview

- Cost per Student: \$1,500
- Covers tuition, materials, equipment, instructor, clinical supervision
- Additional \$138 per student for CNA exam
- Year 1 Cost (10 students): \$16,380
- Funding: Covered by grants and building-based budget

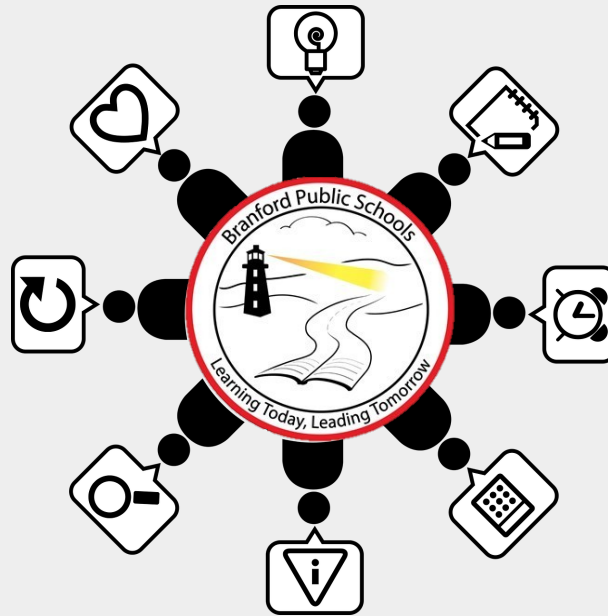


CNA Program: Community Partnerships



- Excel Academy partnership ensures high-quality instruction and clinical placements
- Builds bridges with local healthcare providers
- Strengthens our role in workforce development

Discussion



Year in Review

Teaching and Learning 2024-
2025



September

- Summer Programs:
Conceptual Overview and
Assessment Outcomes
- Overview of Teaching and
Learning Committee
Calendar for 2024-2025

October

- Secondary Performance Update
 - Attendance Data
 - Smarter Balanced Assessment (SBA)
 - Next Generation Science Standards Assessment (NGSS)
 - Scholastic Assessment Test (SAT)
 - AimswebPlus
- School Goals: Walsh & BHS
- Harboring Civility: Embracing Differences through Discours



November

- Elementary Performance Update
 - Attendance Data
 - Smarter Balanced Assessment (SBA)
 - AimswebPlus
- School Goals: JBS, MTM, MRT

December

- BHS New Course Proposals:
 1. Biology Honors
 2. ECE Introduction to Allied Health Professions (UConn)
 3. ECE Medical Terminology (Uconn)
 4. Robotics Foundations
 5. Residential Construction
 6. ECE Kinesiology: Exercise and Wellness for Everyone (UConn)
 7. ECE Intermediate Spanish Composition (UConn)
 8. Art and Culture
- Proposed Enhancements to Early Childhood Education: Full-Day Pre-K



January

- K-4 Math Textbook Selection
Process: think!Mathematics & Developing Roots
- Summer School Data:
Aimsweb, Grades and Attendance

March

- Student Learning Update:
 - Winter Aimsweb Data (K-8)
 - PSAT
- K-4 Literacy Update - From Program to Resource: Meeting the Needs of All Learners

April

- Leader in Me at Walsh Intermediate School
- High School Textbook Proposals:
 - Biology
 - Medical Terminology
 - Environmental Science
 - Health Now: An Integrative Approach to Personal Health
 - Perspectivas (Spanish)
 - The Language of Composition

May

- Certified Nurse Aide Program Proposal
- Year in Review & Future Planning

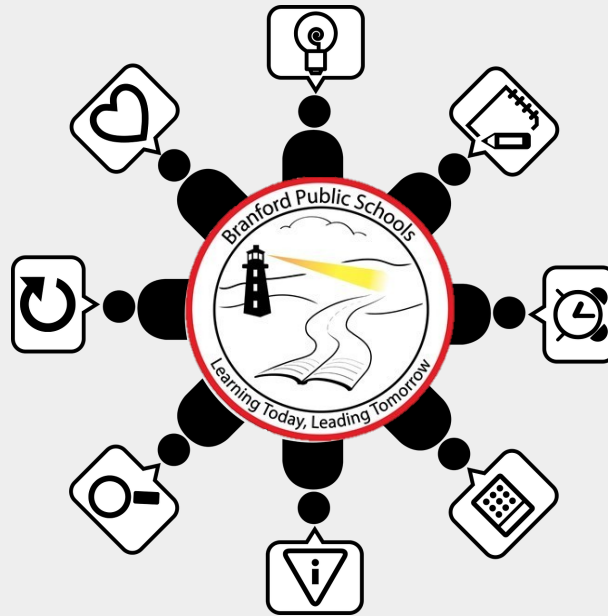


Looking Ahead: Future Planning

Teaching and Learning 2025-
2026



Discussion





BRANFORD HIGH SCHOOL NEW COURSE PROPOSAL FORM

Course Title: Certified Nursing Assistant (CNA) Program

Credit: 1.5

Credit Area(s): Science, STEM Elective

Course Proposed by:

- Administration
- Board of Education
- Department
- Students (in collaboration with faculty)
- Other (specify): _____

New courses must embed indicators of deep learning:

- Feedback: Providing continuous skills development, recognizing progress at each stage, while incorporating mentoring, feedback, and support throughout the learning process.
- Content: Ensuring students progress from initial understanding to application of content by continuously reviewing and upgrading their knowledge and skills, using high-quality resources, and engaging in hands-on experiences.
- Context: Promoting intrinsic motivation and student engagement in the pursuit of learning by communicating high expectations within an environment of clear rules and procedures and nurturing relationships.
- Community: Cultivating a safe, supportive, and collaborative culture with colleagues, students, and families to optimize learning for educators and students.

Course Catalog Description:

The Certified Nursing Assistant (CNA) program at Branford High School, offered in partnership with Excel Academy, provides students with a comprehensive education and hands-on training for a rewarding career in healthcare. This program equips students with the essential knowledge and practical skills to work as CNAs in a variety of healthcare settings, including assisted living facilities, hospices, hospitals, and home care. CNA certification not only prepares students for immediate entry into the healthcare workforce but also serves as a valuable stepping stone for those pursuing advanced studies in health and medical sciences. It offers clinical hours that can count toward future graduate school requirements in nursing and other healthcare professions.

Whether students are beginning their career as a CNA or preparing for further studies in nursing or healthcare, this program provides a dynamic and fulfilling learning experience that will set you on the path to a successful and impactful career in healthcare.

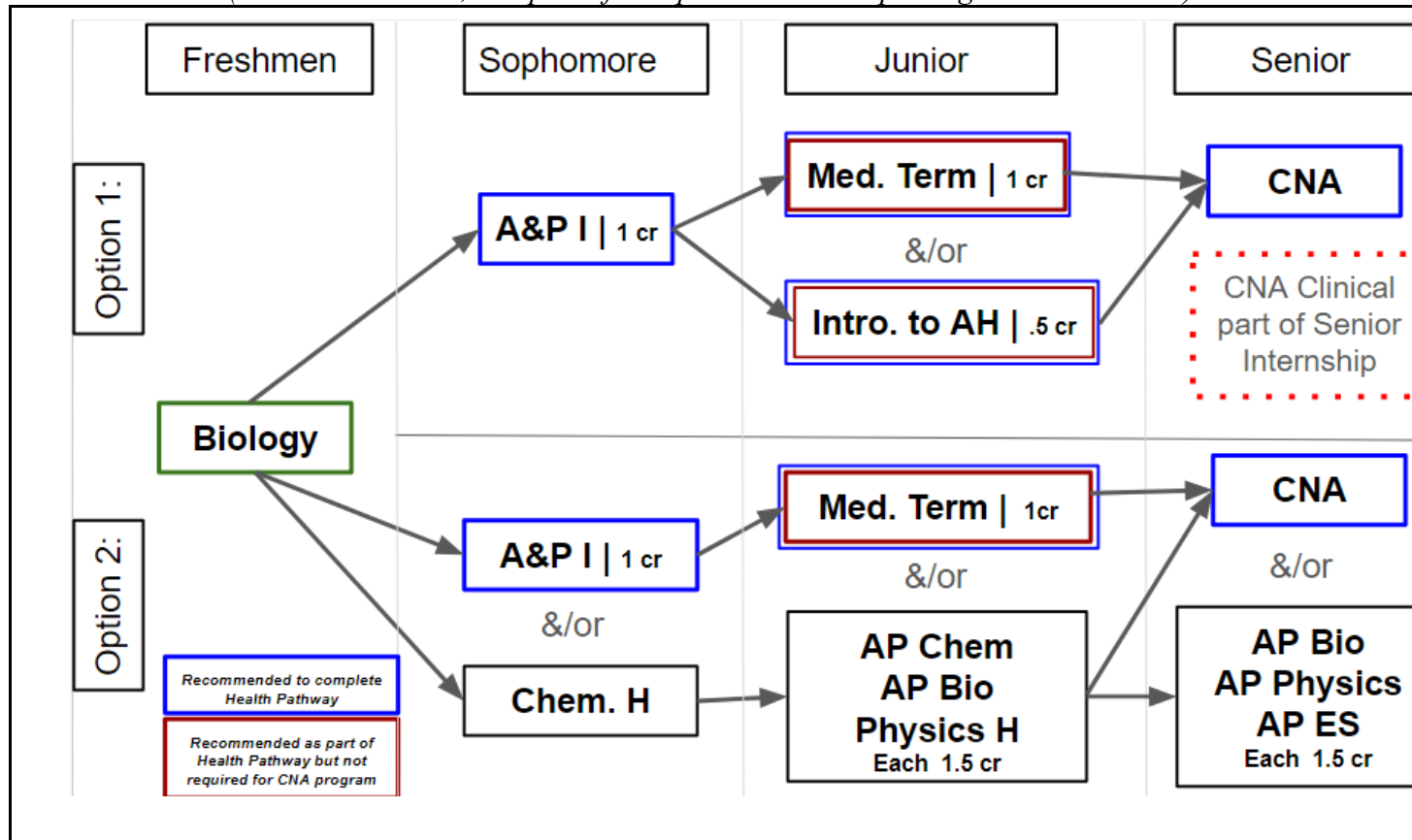
Prerequisite(s):

While there are no course prerequisites required, it is recommended that students take ECE Medical Terminology and ECE Introduction to Allied Health Professions.

Per the state of Connecticut, students must be 16 years of age, or turning 16 during the school year, to participate. Students must also have proof of health and vaccinations, including a current flu and COVID vaccine, and current physical.

COURSE/DEPARTMENT INFORMATION

How does this course fit into the course offerings? Establish a flow chart of courses and indicate where this course will fit in. (*Is it a stand alone, is it part of a sequence or is it replacing another course?*)



How many electives does your department currently offer and what are they?

- AP/ECE Biology
- AP Chemistry
- Anatomy/Physiology
- Forensics
- AP Physics
- Natural Disasters
- Investigating Life Beyond Earth
- Marine Biology
- Environmental A/B
- AP Environmental Science
- ECE Introduction to Allied Health Professions
- ECE Medical Terminology

Who is your target audience?

The target audience for the CNA course includes high school juniors and seniors at Branford High School who are interested in pursuing careers in healthcare, particularly those planning to enter the workforce directly after graduation or seeking a foundational step toward nursing and other health professions.

What are the pros and cons of this submission? Have these been thoroughly discussed by the department?

This course proposal offers several compelling advantages. It addresses a critical and growing demand for healthcare professionals, particularly Certified Nursing Assistants, by equipping students with industry-recognized credentials prior to graduation. It supports career readiness, provides a direct pathway into the workforce, and serves as a strong foundation for students pursuing advanced education in nursing or health sciences. The program aligns with state certification standards and offers a well-rounded experience through both classroom instruction and clinical practice. Additionally, it enhances the district's offerings and builds partnerships with local healthcare providers. However, there are also important considerations. The course requires an initial investment in equipment, supplies, and appropriate instructional space, which we were able to cover through grants, and building-based budgets. Additionally, while it also involves logistical complexities such as coordinating clinical placements, ensuring students meet age and health requirements, and trained, certified staff to deliver the program, our partnership with Excel Academy addresses these potential challenges. The benefits to students and the broader community make this a highly valuable addition to the high school's course offerings.

Does this submission have the full support of the department? Describe any steps taken to gain or measure the level of support.

Yes, this course has the full support of the department. The course has been developed collaboratively by school and district leadership, including the Director of Health Services, the Director of Secondary Education, and the Principal of Branford High School. Extensive planning and alignment with state standards reflect departmental and administrative backing.

RATIONALE

How does this course contribute to the department's goals and align with the department's standards?

This course strengthens the Science and STEM department's goal of providing career-focused, real-world learning opportunities. It aligns with Next Generation Science Standards through its emphasis on human biology, health sciences, and applied skills, while also meeting state standards for CNA training as outlined by the Connecticut Department of Public Health.

What is the need this course addresses?

The CNA course addresses both a local and national shortage of certified nursing assistants due to an aging population and rising chronic illness rates. It also meets student demand for career-oriented pathways in health sciences, offering opportunities for employment and early college/career exposure.

In what ways will deep learning occur throughout the course? *(See the definition of deep learning at the top of the document.)*

Deep learning is embedded through:

Feedback: Ongoing performance evaluations, skill checklists, and instructor mentorship during both clinical and classroom experiences.

Content: Students engage with high-quality healthcare curriculum, simulations, and hands-on lab work to move from knowledge to applied practice.

Context: The program fosters motivation through real-world relevance and clear expectations, while building students' confidence in their roles.

Community: Students collaborate in a professional healthcare setting, interacting with mentors, peers, and patients, cultivating empathy, communication, and teamwork.

How does this course support the Global Learning Competencies? You may refer to the existing or newly revised GLCs (see page 4).

The Certified Nursing Assistant (CNA) course directly supports Branford Public Schools' Global Learning Competencies by cultivating the skills, attributes, and mindsets necessary for students to thrive in a complex, evolving world. Through rigorous academic content, hands-on clinical experiences, and professional collaboration, students grow into well-rounded individuals prepared for postsecondary success. The course fosters critical thinking and responsible decision-making as students assess patient needs and provide care under supervision. It promotes effective communication and collaboration, both with peers and healthcare professionals, preparing students to navigate real-world interpersonal dynamics. The program also builds resilience and adaptability, challenging students to meet high expectations in both academic and clinical settings. In doing so, it reflects the district's commitment to continuous innovation and ensures students are equipped not only with technical skills, but also with the civic responsibility, empathy, and self-direction needed to succeed beyond high school in a rapidly changing global environment.

BUDGET AND FACILITY CONSIDERATIONS

Staffing Requirements:

Will this create an additional staffing need within the department?

No, staffing will be supplied by our partnership with Excel Academy.

Budget Requirements:

Equipment, materials, textbooks? Please distinguish between a one time only and a yearly expense.

Excel Academy fees per student are the following:

Registration: \$300

Textbooks and Uniform: \$100

Tuition: \$1,100 (This includes instructor, organizing and monitoring of student clinical hours, equipment to furnish a clinical space and required for students to learn standard practices expected for a CNA)

Total: \$1,500 per student

The cost is \$138 for the Prometric Exam, which is taken at the end of the course.

The total cost of this program is \$16,380 for 10 students.

Facility Requirements:

| | |
|--|----|
| Additional FTE required | 0 |
| Minimum number of students required to run the class | 8 |
| Anticipated/estimated enrollment for year one | 10 |

Is there classroom availability within the department for this class? If not, how will this class be accommodated within the school?

Yes, there is availability within the department for this class.

Are there physical needs or limitations for this course? (water, power, room size, etc.)

Yes, there are physical needs for this course to ensure that students receive proper training. This course requires two classrooms. One will be used for regular instruction, such as lessons and discussions. The other will be a skills lab, with four hospital beds so students can practice hands-on care. This space will need a dedicated bathroom and at least one sink to support training in hygiene and patient care routines.

State of Connecticut CNA Required Learning Plan:

Program Structure

- Total Instructional Hours: 100+ hours (classroom and clinical)
- Delivery: Blended instruction, combining classroom learning, hands-on practice, and supervised clinical experience

Curriculum Overview

Module I: Initial Classroom Training (16 Hours) Focus: Preparation before any direct contact with residents

- Communication skills (verbal, non-verbal, assistive devices)
- Infection control and universal precautions
- Emergency procedures and resident safety

- Supporting independence in daily activities
- Understanding and respecting residents' rights

Module II: Basic Nursing Skills (8 Classroom + 20 Clinical Hours) Focus: Essential medical and care tasks

- Taking and documenting vital signs
- Measuring height and weight
- Creating a clean, safe resident environment
- Providing end-of-life care and recognizing health changes

Module III: Personal Care Skills (9 Classroom + 26 Clinical Hours) Focus: Direct care and hygiene

- Bathing, grooming, and dressing
- Toileting, catheter care, and incontinence care
- Feeding, hydration, and skin care
- Safe lifting, positioning, and use of assistive devices

Module IV: Mental Health and Social Services (6 Classroom + 4 Clinical Hours) Focus: Understanding and responding to resident behavior

- Recognizing mental health symptoms
- Encouraging independence and dignity
- Engaging family members and caregivers

Module V: Care for Cognitively Impaired Residents (11 Classroom + 11 Clinical Hours) Focus: Dementia and Alzheimer's care

- Managing behaviors and communication
- Redirection, routine building, and therapeutic activities
- Caregiver support and self-awareness

Module VI: Basic Restorative Services (2 Classroom + 8 Clinical Hours) Focus: Promoting recovery and independence

- Range of motion (ROM) exercises
- Use of prosthetics and orthotics
- Bladder and bowel training
- Safe transfer and mobility techniques

Module VII: Resident Rights (2 Classroom + 2 Clinical Hours) Focus: Ethics, advocacy, and respect

- Privacy, confidentiality, and personal choice
- Handling grievances and preventing abuse
- Safe alternatives to restraint use

Facilities and Staffing Requirements

- Two Dedicated Classrooms: One for lecture and one outfitted with hospital beds and a sink for skills practice
- Clinical Equipment: Hospital beds, wheelchairs, hygiene supplies, PPE, assistive devices
- Certified Instructor: A Registered Nurse with the appropriate DPH and teaching credentials

Certification Readiness

- Students will be eligible to sit for the Connecticut CNA Certification Exam upon successful completion
 - Certification enables immediate employment in long-term care, hospitals, and home care settings
-

Program Goals and Alignment

- Meets Branford Public Schools' Global Learning Competencies
- Provides students with critical thinking, collaboration, empathy, and career readiness
- Strengthens Branford High School's Career pathway offerings

Branford Public Schools Global Learning Competencies

GLCs were updated as part of the 2023 Strategic Coherence Plan. The revised GLCs are listed here for reference, though more work is needed before putting them into practice.





USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the Branford Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted in accordance with the Administrative Regulations.

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or ~~his/her~~ designee.

B. Eligible Organizations and Priority of Use

Requests for use of school district facilities will be made according to the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTA, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities **and nonprofit youth organizations operating within the town (see definitions)**, ~~including Branford Youth Programs.~~
4. Activities of nonprofit ~~and volunteer~~ organizations operating within the Town, other than ~~those described in the categories above. school-related organizations covered by category #2 above.~~
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations ~~and large events.~~

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, **marijuana**, alcoholic beverages, or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator. **All groups will be required to pay for food service personnel if using school kitchen equipment and spaces.**
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations, or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.

6. Activities that are disruptive of the school environment are not permitted.
7. Subletting rented time to other organizations shall not be permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent. The following guidelines shall be incorporated into such fee schedule:

| Category | Fee |
|--|---|
| 1. School-sponsored programs and activities. | No fee or associated costs*. |
| 2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations). | No fee or associated costs*. |
| 3. Town department or agency activities and nonprofit youth organizations operating within the town. and Branford Youth Programs. | No fee or associated costs*. (In the event that a program imposes an admission fee, a gate or entrance fee may be levied by the District.) |
| 4. Activities of nonprofit organizations operating within the Town. | No fee or associated costs*. A fee per registrant will be applied. Additional A associated costs will be applied when facilities are used outside of normal operating hours. |
| 5. Activities of for-profit organizations operating within the Town. | Rental fee and associated costs |
| 6. Out-of-town organizations. | Rental fee and associated costs |
| 7. Large Events | Fees will be evaluated based on the needs of the event regardless of categorization above. |

**See Large events in definitions*

Use of the facility outside of building hours of any category above requires prior approval from the Director of Facilities or designee and is contingent upon available staffing and budget.

Definitions

~~“Branford Youth Programs” shall mean any program that is primarily instructed or coached by volunteers, is managed by volunteers, and where at least 90% of the organization’s participants are Branford Residents.¶~~

~~¶~~

~~“A fee per registrant” shall be a nominal amount paid per participant enrolled in the activity or event. These fees are intended to partially offset associated costs (described below). ¶~~

~~¶~~

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel, **technology**, or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the **Board of Education Superintendent** or ~~his/her~~ designee if such waiver is deemed by the **Board of Education Superintendent** or ~~his/her~~ designee to be in the best interest of the school system and/or the Town.

“Nonprofit youth organizations operating within the town” are defined as 501(c)(3) organizations in which at least 90% of enrolled youth reside in Branford. Leaders of these organizations must submit an affidavit verifying the 90% residency threshold, along with all required 501(c)(3) documentation.

“Large events” are events where more than 400 attendees are expected. These events do not include regularly scheduled meetings, **BPS** practices, **approved school performances**, or **BPS** games ~~sponsored by Branford Youth Programs. However, *Fundraisers or other large activities sponsored by any category Branford Youth Programs will will incur large event fees if more than 400 attendees are expected unless they receive a fee waiver from the Board.~~

“Rental fees” are in addition to the associated costs and are intended to partially offset wear and tear and equipment repair/replacement costs.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities. **Organizations in categories 4-7 shall provide a Certificate of Insurance with the Town of Branford’s minimum insurance requirements and the Branford Board of Education named as additional insured. -**

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities. **Organizations and individuals are responsible for securing necessary permits required by state and town law and health and safety code.**

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: 10-19-2022

REVISED: ~~3-20-2024~~



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Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted in accordance with the Administrative Regulations.

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or designee.

B. Eligible Organizations and Priority of Use

Requests for use of school district facilities will be made according to the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTA, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities and nonprofit youth organizations operating within the town (see definitions).
4. Activities of nonprofit organizations operating within the Town, other than those described in the categories above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

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3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator. All groups will be required to pay for food service personnel if using school kitchen equipment and spaces.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations, or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

7. Subletting rented time to other organizations shall not be permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent. The following guidelines shall be incorporated into such fee schedule:

| Category | Fee |
|--|---|
| 1. School-sponsored programs and activities. | No fee or associated costs* |
| 2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations). | No fee or associated costs* |
| 3. Town department or agency activities | No fee or associated costs* |
| 4. Activities of nonprofit organizations operating within the Town. | No fee or associated costs* Associated costs will be applied when facilities are used outside of normal operating hours. |
| 5. Activities of for-profit organizations operating within the Town. | Rental fee and associated costs |
| 6. Out-of-town organizations. | Rental fee and associated costs |
| 7. Large Events | Fees will be evaluated based on the needs of the event regardless of categorization above. |

**See Large events in definitions*

Use of the facility outside of building hours of any category above requires prior approval from the Director of Facilities or designee and is contingent upon available staffing and budget.

Definitions

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel, technology, or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Board of Education or designee if such waiver is deemed by the Board of Education or designee to be in the best interest of the school system and/or the Town.

“Nonprofit youth organizations operating within the town” are defined as 501(c)(3) organizations in which at least 90% of enrolled youth reside in Branford. Leaders of these organizations must submit an affidavit verifying the 90% residency threshold, along with all required 501(c)(3) documentation.

“Large events” are events where more than 400 attendees are expected. These events do not include regularly scheduled meetings, BPS practices, approved school performances, or BPS games. *Fundraisers or other large activities sponsored by any category will incur large event fees if more than 400 attendees are expected unless they receive a fee waiver from the Board.

“Rental fees” are in addition to the associated costs and are intended to partially offset wear and tear and equipment repair/replacement costs.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities. Organizations in categories 4-7 shall provide a Certificate of Insurance with the Town of Branford’s minimum insurance requirements and the Branford Board of Education named as additional insured.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities. Organizations and individuals are responsible for securing necessary permits required by state and town law and health and safety code.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: 10-19-2022

REVISED:

REDLINE III MAY 2025