

Board of Education Regular Meeting 2021

Thursday, August 19, 2021 7:00 PM

BOE Meeting Access: BOE (8/19/21 at 7 p.m.) Web:

<https://zoom.us/j/96489565316> Dial In: (929) 205-6099 Meeting ID: 964 8956 5316, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE MINUTES

A. August 5, 2021 - Regular

IV. APPROVAL OF THE AGENDA

V. PUBLIC PARTICIPATION -The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than fifteen (15) minutes. People who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]

VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS

A. Chairman's Report

B. Superintendent's Report

C. Committee Reports

1. Business Operations/Resource Management (*Ed Sbordone*)

D. Liaison Reports

1. Board of Finance (*Ed Sbordone*)

2. Parks and Recreation Committee (*K. LaTourette, G. Flanagan*)

3. School Security and Safety Committee (*Samantha Mannion*)

VII. INFORMATION ITEMS

A. summer School Update

B. school Reopening Plan

C. superintendent Goals Draft

D. New Fairfield High School/Consolidated School Building

Project Update

VIII. ACTION ITEMS

- A. Personnel Report
- B. Evaluation Flexibilities 2021-22
- C. School Lunch Fund Subsidy
- D. Board of Education Policies
Suspension of the Rules [referring to Policies C-19-1250, 1250, 1250.1, 3517.3 & 6162.4]
 - 1. Policy C-19-1250 – Visitors, Volunteers and Access to Campus
 - 2. Policy 1250 – Visits to the Schools
 - 3. Policy 1250.1 – Classroom Observations
 - 4. Policy 3517.3 – Site Access/Closed Campus
 - 5. Policy 6162.4 – School Volunteers

IX. PUBLIC PARTICIPATION - The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than fifteen (15) minutes. People who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]

X. FUTURE AGENDA ITEMS

XI. BOARD MEMBER COMMENTS

XII. ADJOURNMENT

**NEW FAIRFIELD BOARD OF EDUCATION
NEW FAIRFIELD, CT**

The New Fairfield Board of Education held a regular meeting on Thursday, August 5, 2021, at 7:00 p.m. via Zoom.

MINUTES – August 5, 2021

PRESENT: Peggy Katkocin (Chairman), Kathy Baker, Dominic Cipollone, Kimberly LaTourette, Samantha Mannion, Rick Regan Ed Sbordone and Stephanie Strazza

ABSENT: Greg Flanagan

ALSO PRESENT: Assistant Superintendent of Schools Julie Luby, Director of Business and Operations Dr. Richard Sanzo, Director of Instructional Technology and Communications Dr. Karen Fildes, Pupil Personnel Director Katherine Matz, High School Principal James D’Amico, Middle School Principal Christine Baldelli, Middle School Assistant Principal Cheryl Milo, Consolidated School Principal Rob Spino, Consolidated School Assistant Principal Karen Gruetzner, Director of Curriculum Alyce Misuraca, Special Education Supervisor Melissa Busnel

Network Administrator Paul Gouveia explained the procedure for the virtual meeting and noted that this virtual meeting is available to everyone including members of the public.

I. CALL TO ORDER: Chairman Peggy Katkocin called the meeting to order at 7:01 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

- A. June 17, 2021 - Regular meeting - approved by consensus
- B. July 8, 2021 - Special meeting - approved by consensus
- C. July 14, 2021 - Special meeting - approved by consensus

IV. APPROVAL OF AGENDA - approved by consensus

V. PUBLIC PARTICIPATION

Amy Johnson spoke in support of not requiring masks in schools for students for this upcoming school year.

Many members of the public spoke in support of the mask mandate, especially in light of the Delta variant of COVID-19. Many noted that Governor Lamont has issued an Executive Order requiring masks in schools until at least September 30th.

VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS

A. Chairman’s Report - Peggy Katkocin spoke of the following:

- Thanked everyone for addressing their opinions during Public Comment.
- Noted that there is an Executive Order from Governor Lamont that masks must be worn in all schools at least until September 30, 2021. She reminded everyone that the district is also an employer and has an obligation to keep not only the children but also all the employees of the school system safe.

- Many members of the BOE spoke in support of the mask mandate and encouraged everyone to take the Delta variant seriously.
- B. Superintendent's Report - Assistant Superintendent of Schools Julie Luby spoke in Dr. Cosentino's absence.
 - Thanked everyone involved in putting together the video showing how vaccines work. This video was sent to all parents via email and is also available on the district website and Facebook.
 - There was a mobile vaccine clinic in New Fairfield at the high school parking lot on Wednesday, August 4th and there will be another this Saturday, August 7th. She encouraged everyone that is able to get vaccinated.
 - Thanked everyone involved with running Summer School. The first session of the Enrichment Summer School finished, and the second session just started.
 - There has been a lot of hiring of staff. There are still many positions available for cafeteria aides and paraprofessionals.
 - The DECA club at the high school received an award for the outstanding service project of putting together Birthday Boxes for children with HIV/AIDS.
 - The district calendar received an award from CAFE for Excellence in Communications.

C. Committee Reports

1. Policy - Samantha Mannion noted that this subcommittee met on July 27th and is requesting the implementation of a temporary policy and some policies will be suspended until December 31, 2023.

2. Special Education Ad Hoc Subcommittee - Stephanie Strazza noted that this committee met on August 5th. The location for the transition program has changed and will be held in Danbury. The ESY program went very well. A special education coach was hired with ESSER funds.

D. Liaison Reports

1. School Security and Safety Committee - Samantha Mannion noted that this committee met on July 26th and discussed the "Speak Up" initiative and the pending school security grants. Safety and Security protocol during the construction period was discussed in Executive Session.

VII. **INFORMATION ITEMS**

A. School Reopening Update

Julie Luby announced that the first day of school for new teachers is August 23rd. Convocation will be held on August 24th. Professional Development days will be held the rest of the week. The first day of school for students will be Monday, August 30th.

B. ESY Summer School Update

Katherine Matz noted that the Extended School Year Summer School ended today. It was held fully in person this year and went very well.

C. Math Update

Alyce Misuraca noted that there will be three Math Coaches with coverage in all four schools. She spoke of the goals for all grade levels. She further spoke of empathy workshops and focus groups to get a better idea of the culture of the school especially for Grades 6-12.

Dominic Cipollone thanked Alyce Misuraca for all her hard work.

D. Overview of Administrative Retreat

Julie Luby spoke of a four-day retreat for Administrators which discussed professional growth and how to design professional development to best help teachers and students.

E. Board of Education Policies (First Reading)

1. Policy C-19-1250 - Visitors, Volunteers and Access to campus.
2. Policy 1250 - Visits to the Schools
3. Policy 1250.1- Classroom Observations
4. Policy 3517.3 - Site Access/Closed Campus
5. Policy 6162.4 - School Volunteers

Samantha Mannion noted that there will be a motion at the August 19th BOE meeting to suspend the rules to skip the second reading for these policies in order to have them approved before the start of the school year. She spoke of a temporary policy that will limit access to the school building until December 31, 2023, or until the completion of the construction projects. Three reasons for this policy include COVID-19, the construction project, and the need for continuity in all four schools.

F. New Fairfield High School/Consolidated School Building Project Update

Dr. Rich Sanzo noted the Zoning Commission will meet on Monday, August 9th at 7:30 p.m. via Zoom in order to discuss the location of the proposed bus lot. The Permanent Building Committee will meet on Tuesday, August 10th at 7:30 p.m. via Zoom to discuss an update on the Consolidated Early Learning Academy and an update on the bidding of the high school project. There will be changes to the parking patterns at both the high school and the middle school. He noted that there will be limited visitor parking and restrictions for underclassmen parking.

G. Website Update

Rick Regan noted that the district has received money to get a new website. He spoke of the specific updates needed and specifically, making it mobile accessible. It is hopeful that a basic site will be up by the first day of school.

Director of Instructional Technology and Communications Dr. Karen Fildes spoke of the new website and noted that Aptegy was chosen as the vendor for this new website. She spoke of the current website and improvements that will be made with the new site.

VIII. ACTION ITEMS

A. Personnel Report

MOTION: Kathy Baker made a motion to recommend to the full Board the approval of the Personnel Report for July 29, 2021, as recommended by the administration. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Peggy Katkocin, Kimberly LaTourette, Samantha Mannion, Rick Regan Ed Sbordone and Stephanie Strazza

IX. PUBLIC PARTICIPATION

Many members of the public spoke regarding the mask mandate for the schools. Some spoke in favor of mask mandates and others spoke in support of making masks optional. It was noted that the district is bound by the Governor's Executive Order that requires masks at least until September 30th. Members of the public are encouraged to watch the informational video regarding vaccine safety available on the district website and Facebook.

X. FUTURE AGENDA ITEMS - The next regular BOE meeting will be held on Thursday, August 19th.

XI. BOARD MEMBER COMMENTS

Rick Regan encouraged everyone to watch the video regarding the vaccine.

Kimberly LaTourette noted that the district is required to follow the rules regarding the mask mandates. She noted that she fully supports any mitigation strategies for COVID in order to keep student in school as long as possible.

Ed Sbordone noted that he agreed with the mask mandate.

Samantha Mannion spoke of the rules and policies regarding public comments and noted that anyone wishing to speak needs to identify themselves and adhere to the three-minute time limit. She encouraged her fellow board members to enforce these rules in the future.

Dominic Cipollone thanked everyone for the public comments and encouraged everyone to be open to other's opinions while doing what is best for the students. He thanked all the educators for all their hard work.

Kathy Baker encouraged everyone that hasn't already to get vaccinated.

Stephanie Strazza reminded everyone that the job of the BOE is to adopt policies and procedures and is bound to the rules and Executive Orders.

Peggy Katkocin encouraged everyone to get vaccinated and wear masks.

XII. ADJOURNMENT

MOTION: Peggy Katkocin made a motion to adjourn the meeting at 8:40 p.m. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Peggy Katkocin, Kimberly LaTourette, Samantha Mannion, Rick Regan Ed Sbordone and Stephanie Strazza

Respectfully submitted,
Suzanne Kloos

Splash Into Summer With NFPS!



2021 Summer Program Recap



Our Goals focussed around:

Re-engaging students who have been distanced from social and academic school experiences.

Offering literacy and numeracy experiences framed around key content to extend learning opportunities.

Offering enrichment to explore health, wellness, nature, sciences and movement.

Splash into Summer 2021 Recap



Overall Participation:

We had 501 students attend between both sessions.

125 1st and 2nd graders

218 3rd, 4th, and 5th graders

158 6th, 7th, and 8th graders

“This summer school is the best, it is so much fun, I don't even know I am learning!”
~student entering grade 2

July Dates

Week 1- July 6th- 8th

Week 2- July 12th -15th

Week 3- July 19th - 22nd

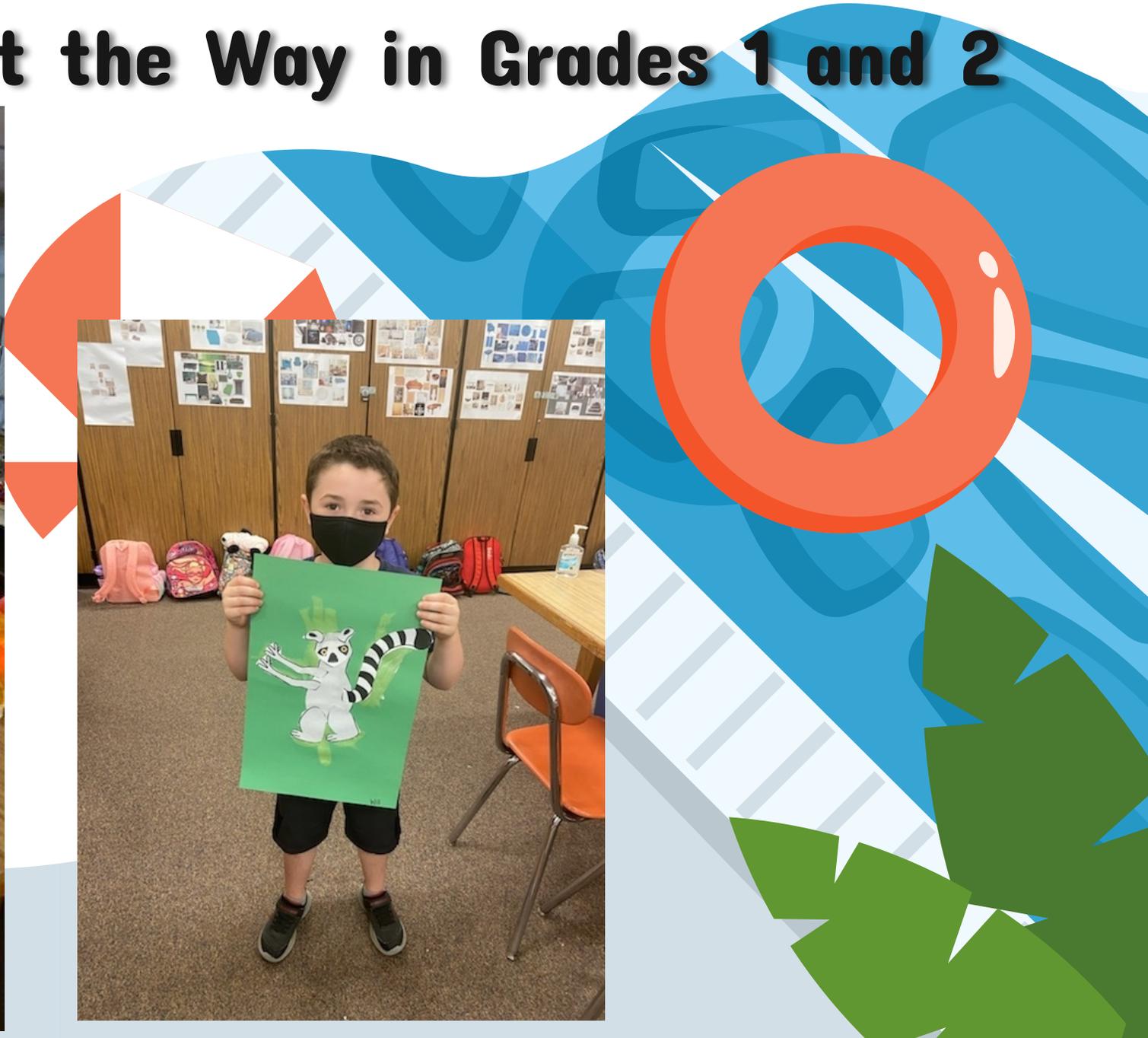
August Dates

Week 1- August 2nd- 5th

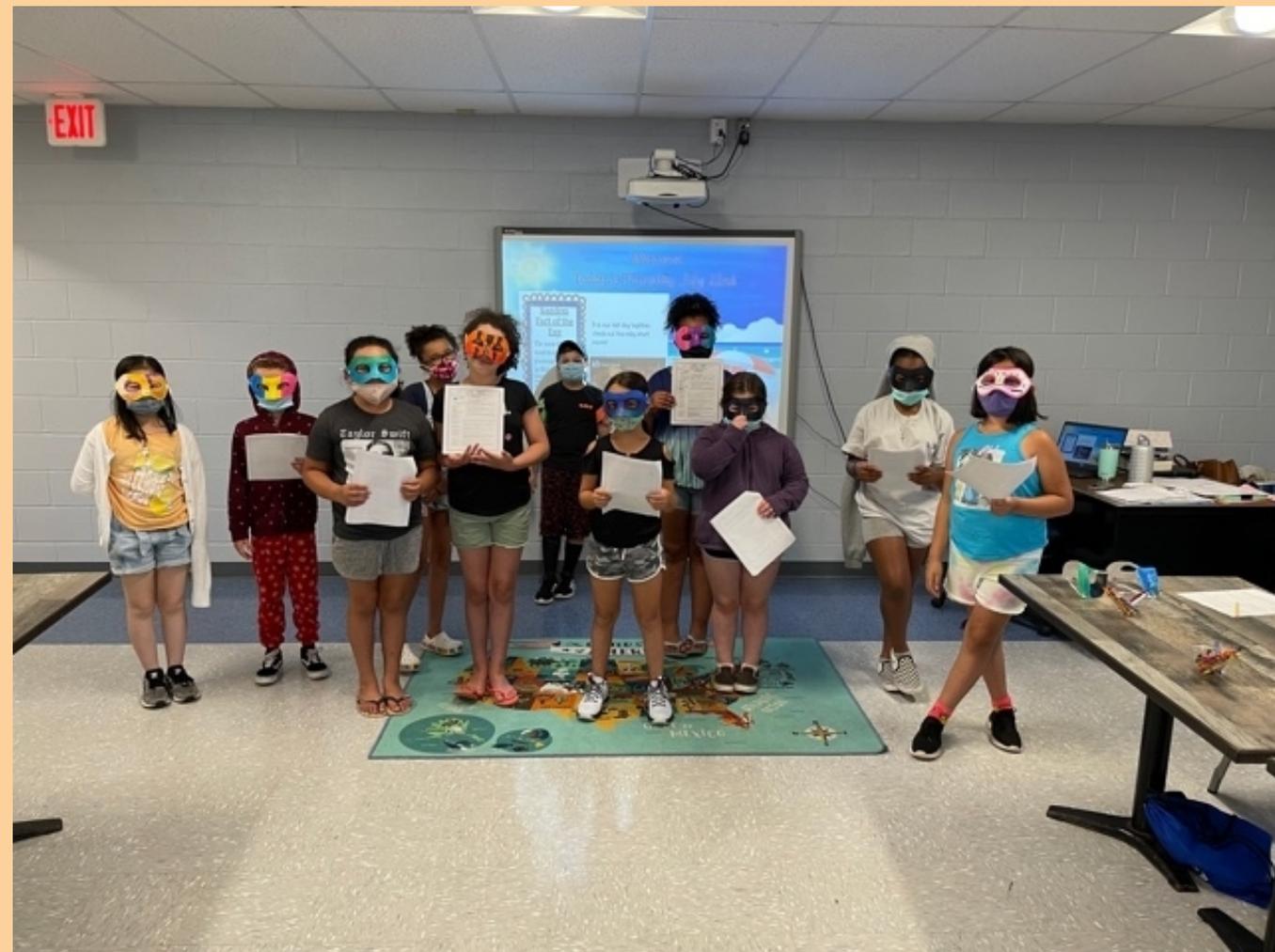
Week 2- August 9th- 13th

Week 3- August 16th - 19th

Olympic Torches Lit the Way in Grades 1 and 2



Creativity and Expression in Reader's Theater

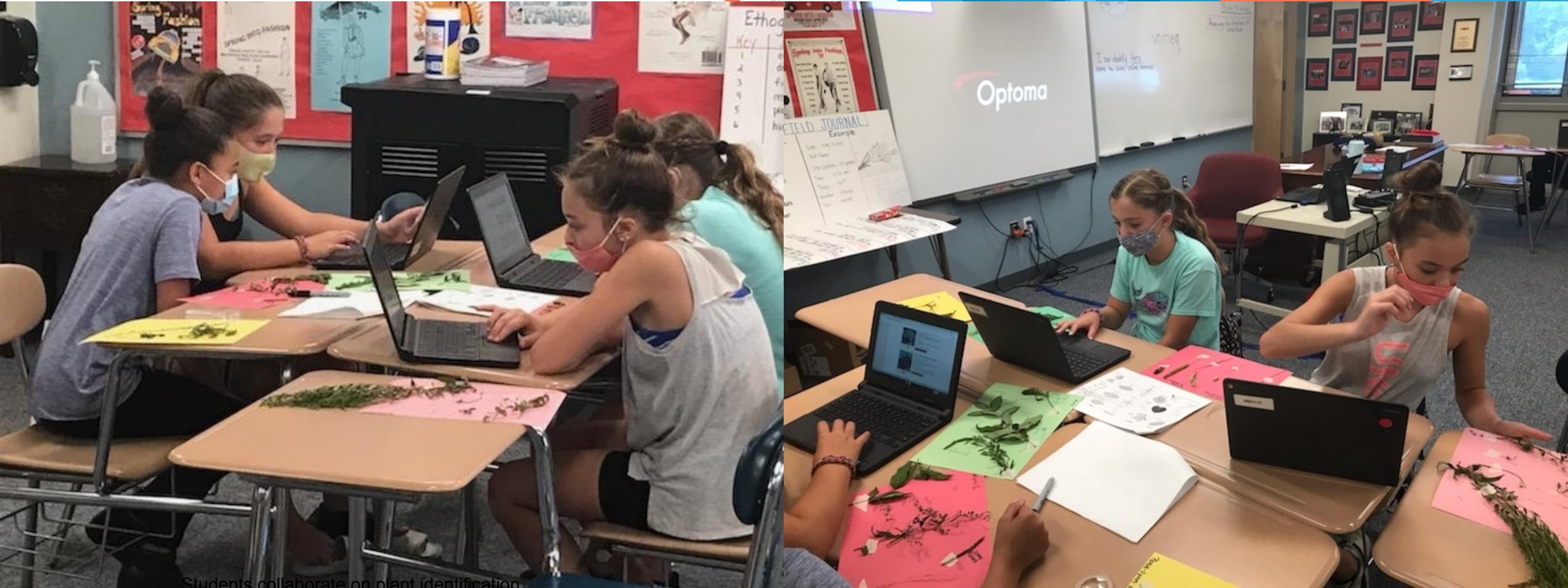


Hands-on Science and Nature



Middle school students identifying flora.

Young scientists researching...



Students collaborate on plant identification.

Students collaborate on plant identification.

Exploring Numeracy

Created Math Games

Critical Thinkers and Problem Solvers



Working together using our math skills...



Paleontologists examining dinosaur fossils...

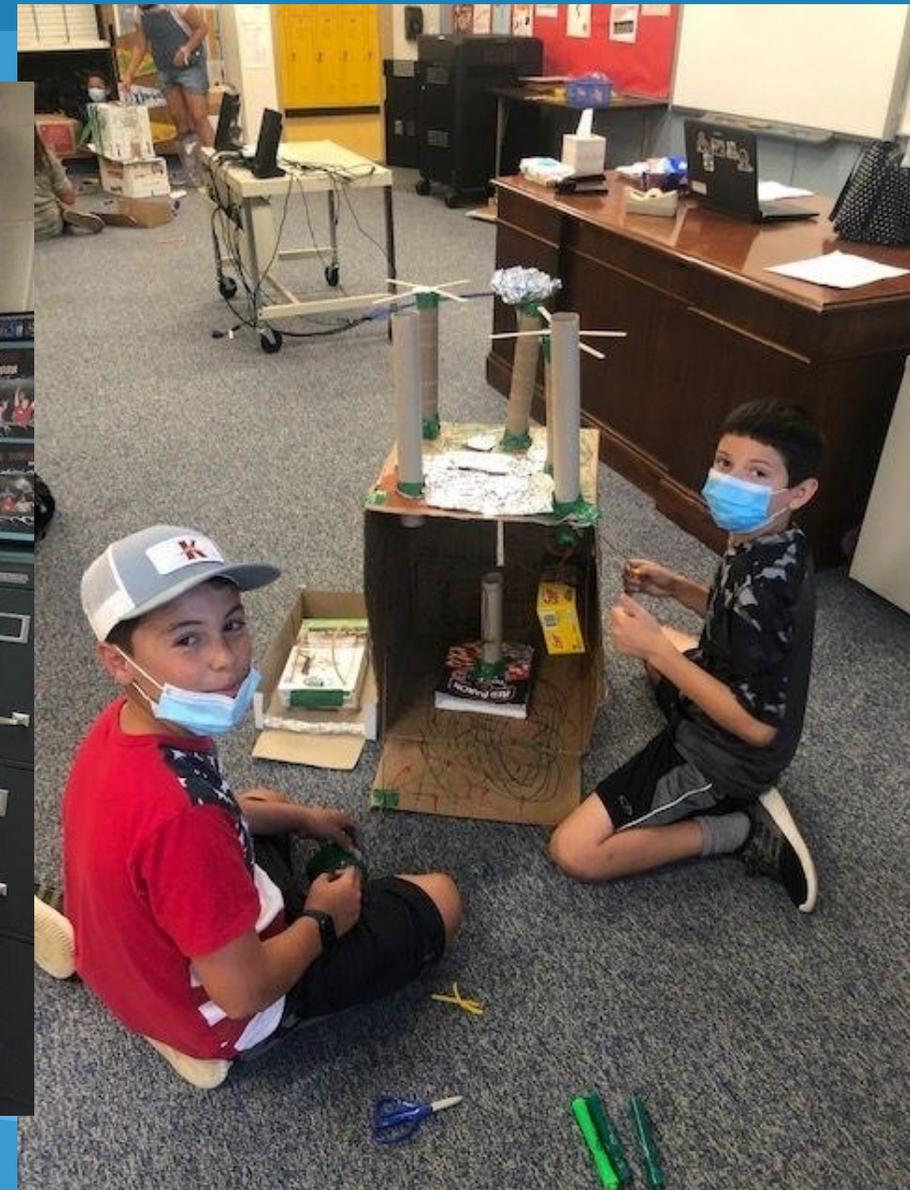
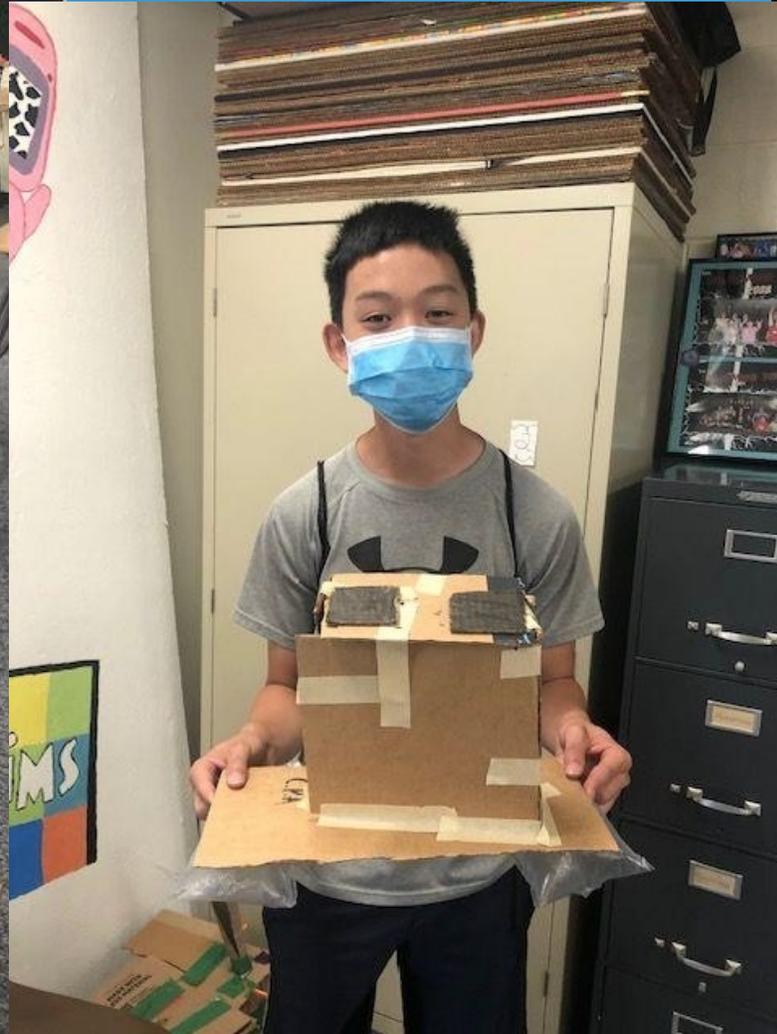


A visit from *Peek-a-Boo*, Mr. Giuliano's tortoise

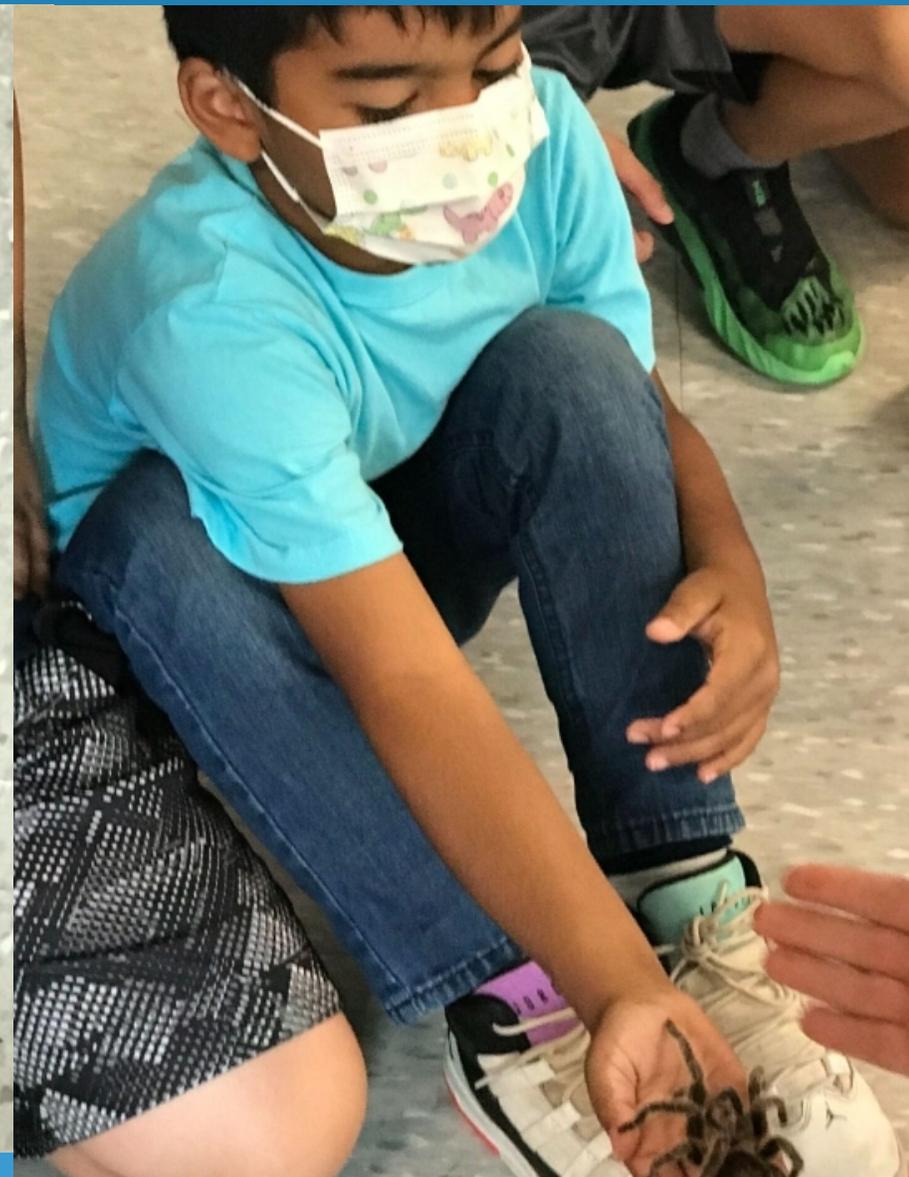
Students learned about plants and pond life around New Fairfield High School

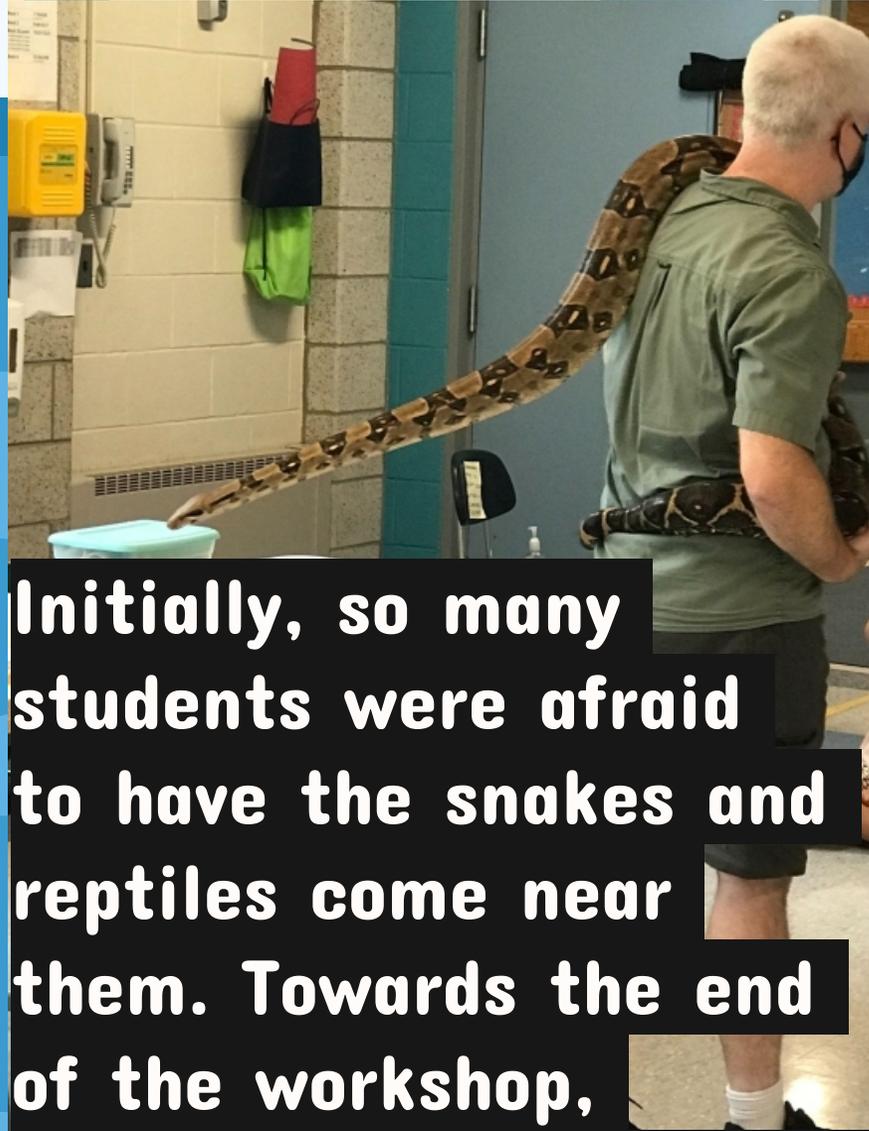


Designing Sustainable Houses

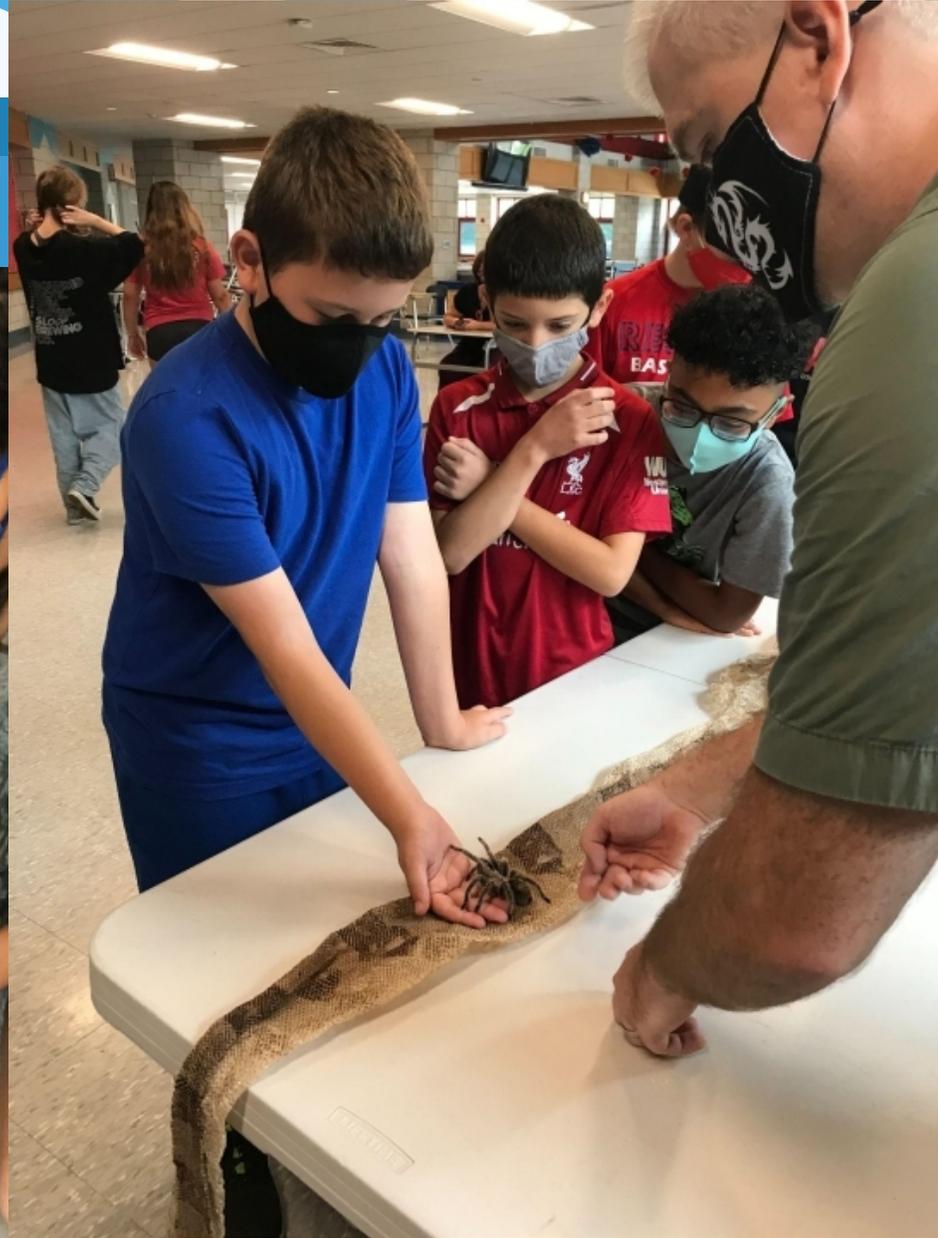


Creature Comfort...or *NOT!*





Initially, so many students were afraid to have the snakes and reptiles come near them. Towards the end of the workshop, students stood in line to hold a tarantula!



A Visit from the Zoo...



More furry visitors...



Even a kangaroo...



Thank you!



Looking forward to next year...



Special thanks to the program co-coordinator's Michelle Brown and Stephanie Taylor! And to all the amazing teachers who spent their summer with our students!

***NEW FAIRFIELD SUPERINTENDENT AND BOARD OF EDUCATION
 PRIORITIES AND GOALS LEADING TO
 ACTION STEPS AT THE DISTRICT AND SCHOOL LEVELS
 Dr. Patricia Cosentino
 August 19, 2021
 DRAFT***

PRIORITY	ACTION STEPS	SMART GOALS	PROGRESS
<p>1. The district will develop and implement a plan for the full-in person opening of school for all students. This plan will include CDC, DPH, and CSDE guidelines.</p> <p>1a. The NFPS will collect vaccination data on staff and students to inform decision making.</p>			
<p>2. The district will prioritize improved student achievement in mathematics through advances in resources, curriculum, instruction, and assessment. Achievement will be evidenced through multiple measures. (Student Achievement)</p>			

<p>3. The district will provide all students with high quality instruction and coherent and aligned resources, curricula, and assessments in an adaptive and flexible learning environment. (See Strategy Map)</p> <p>3a. The district will plan to effectively use ESSER funds to provide student and staff supports, including new coaches, interventionists, and additional SEL personnel. (See Strategy Map)</p>			
<p>4. The district will provide meaningful professional learning focused on moving all staff across the rigor divide and facilitating the success of the district's vision/goals, student achievement, and individual professional growth. (See Strategy Map)</p>			

<p>5. The district will increase extracurricular opportunities for students in grades 6-12 and develop cooperative arrangements with outside agencies to provide some of these opportunities.</p>			
<p>6. The district will conduct an off-site “Transition-Only” program based on appropriate IEP goals for students aged 18-22.</p>			
<p>7. The district will support the development of Social Emotional Learning (SEL) by providing all students with appropriate strategies to build self-awareness, self-regulation, and self-improvement.</p> <p>7a. The district will work to ensure that equity and diversity are a focus throughout the district. (See Strategy map)</p>			

<p>8. The district will work with parents, families and caregivers to support student learning and will provide adult learning opportunities as an integral part of this process.</p> <p>8a. The administrative team will submit articles to the Town Tribune on helpful topics and information for parents and the community.</p> <p>8b. The district will redesign the NFPS webpage to facilitate on-going parent communication and provide important information and resources for families.</p>			
<p>9. The district will maintain safe facilities and learning environments as we begin construction on CELA and the new high school building.</p> <p>9a. The Supt. will work to find office space for the administrators who have been displaced.</p>			

<p>10. The district will present a budget for the 2022-2023 school year that continues to allow the New Fairfield School District to conduct business and use resources, including ESSR grants, in an effective and responsible manner.</p> <p>10a. The district will continue to negotiate with the Paraprofessional union, and begin negotiations with the NFEA.</p>			
<p>11. The Superintendent will work collaboratively with the Board of Education for the continued growth of a healthy organization that supports positive intent, professionalism, and collegiality among all participants.</p>			

Temporary policy in effect until December 31, 2023.

Community Relations

Visitors, Volunteers and Observations in Schools Access to Campus

The Board of Education has a responsibility to ensure the safety of staff and students. Due to the ongoing COVID-19 pandemic, pending construction and the need to ensure that our instructional programs are uninterrupted, the New Fairfield Public Schools will limit visitors to their school buildings until December 31, 2023.

- Visitors will not be permitted to visit classrooms or lunchrooms.
- All business will be conducted in the main offices.
- Parents/Guardians requesting an exception to this policy must contact the school principal or appropriate administrator to request a meeting.
- Parents invited to a New Fairfield school for a meeting will be escorted by a staff member to and from the meeting. All visitors must wear masks while in the school buildings.
- Any visitors allowed on the premises will be required to present a valid state-issued ID (driver's license, identification card, work VISA or green card) upon their arrival at the school and to wear a visitor's badge.
- Handlers for service animals and therapy animals must contact the appropriate administrator to arrange access or visitation.
- Spectators for indoor extracurricular activities will be allowed at the discretion of the School Administrator and/or Athletic Director.
- All visitors must adhere to all health and safety requirements, including masks.

The Board of Education and the New Fairfield Public Schools will allow visitors, as required by applicable law. For example, the Board will follow the policy and procedures that will allow for visitors for PPTs, independent educational evaluations and/or assessments, required parent-teacher conferences, etc.

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. School volunteers will be permitted to attend off-campus field trips and outdoor activities. Volunteers must obtain the necessary security clearances and complete the necessary paperwork, as required by the Board of Education.

Restricted Access to Track & Fields during Scheduled Events

For safety reasons, to prevent injury to spectators, and/or to inhibit interference from non-participants, the administration reserves the right to deny access to the track, courts and athletic fields during scheduled events.

(cf. 1110.1 – Parent Involvement)

(cf. 1212 – School Volunteers)

(cf. 3517 – Security of Building and Grounds)

(cf. 4118.237/4218.237, 5141.8 – Face Masks/Coverings)

(cf. 6159 – Special Education Programs)

(cf. 6163.32 – Service Animals)

Community Relations

Visitors and Observations in Schools

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools.

10-220 Duties of boards of education.

10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation.

54-250-et. seq. Definitions.

Policy adopted:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Temporary policy in effect until December 31, 2023.

This policy has been temporarily suspended, effective August 19, 2021, until December 31, 2023.

Community Relations

Visits to the Schools

Classroom Observations

~~The Board of Education (Board) values and supports collaboration and partnerships between families and schools. The Board, teachers and administrators strongly believe that education is a shared responsibility between parents/guardians and school personnel. It is desired by the Board that families and District schools establish and maintain productive relationships which utilize effective methods of communication and shared decision making. Strong, trusting relationships between families, schools and the District serve as a foundation for positive and productive educational experiences for all students.~~

~~Parents/guardians have an important role to play in the identification, evaluation, and educational placement of their children, and in the development, review, and revisions of the IEPs for their children if their child is being considered for or is currently involved in special education services. This policy and its administrative regulations/procedures for in school observations have been developed with this principle in mind.~~

~~At times, parents/guardians or other connected outside providers may wish to formally observe a specific student in a classroom. As assigned by the Superintendent of Schools, each principal shall be responsible for and have authority over the actions of students, professional and support staff, visitors, and other persons hired to perform specific tasks. To ensure a successful observation, a set of regulations that permit formal observations shall be developed by the Superintendent of Schools or his/her designee.~~

Guiding Principles

~~The Board expects that:~~

- ~~1. A process be developed to receive and respond to observation requests in a timely manner. Such process shall include the method of response and person responsible for responding.~~
- ~~2. Requests be reviewed with parents/guardians, and independent evaluators to determine purpose, questions to be addressed, location and length of observation, date and time.~~
- ~~3. After reviewing the request the administration shall determine a reasonable amount of time for an in school observation. Some observations may require more time than others depending upon the purpose and the complexity of the student's programming. These issues should be addressed and resolved in discussions with the parents/guardians.~~
- ~~4. The District will not arbitrarily limit in school observations to only one type of setting (e.g., academic classroom). In some cases, it may be appropriate for the observation of the student to occur in a variety of settings (e.g., classroom, lunchroom, recess, etc.). Conversely, it may not be appropriate for the observations to occur in certain settings, such as during individual or group counseling sessions.~~

Community Relations

Visits to the Schools

Classroom Observations

Guiding Principles (continued)

The Board expects that:

5. ~~The District must balance its obligation to operate and maintain a safe school environment that fosters learning, with the importance of meaningful parental participation. Therefore, the District may place appropriate conditions on observations, such as the examples provided below. These decisions should be made carefully and on an individual basis.~~
 - a. ~~Schools are responsible for maintaining a safe school environment for students, staff, and visitors. A school building administrator may determine it is necessary to restrict an observation due to safety concerns. If it is decided to restrict an observation, the decision is to be clearly communicated to the parents/guardians with a detailed explanation regarding the reasoning behind the decision. The school staff should work with parents to develop possible solutions to address any issues of concern.~~
 - i. ~~The District must protect the privacy of student education records and protecting the confidentiality of personally identifiable information collected, maintained, or used pursuant to the IDEA. A school building administrator may determine it is necessary to condition or restrict an observation to protect disclosure by the parents/guardians of confidential or personally identifiable information about other students they may obtain while observing a classroom or program. (School staff can limit exposure to other student's education records by removing such records from view.)~~
 - ii. ~~It is reasonable to ask parents/guardians to sign a statement that they will not disclose personally identifiable or confidential information about other students who are not the subject of the observation.~~
 - iii. ~~It is not reasonable for school staff to deny an observation because other students would be present during the observation, or to require a parent/guardian to obtain permission from the parents/guardians of other students in the classroom or program prior to conducting the observation.~~
 - b. ~~The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. However, it is inappropriate for school staff to cite FERPA as the sole reason for denying an otherwise reasonable observation request.~~

Community Relations

Visits to the Schools

Classroom Observations

Guiding Principles (continued)

The Board expects that:

- ~~6. The learning environment have limited distractions and disruptions. Any visitor can change the dynamics within a school or classroom whether it be another teacher, the principal, or a parent. The school administrator may determine that it is necessary to condition or restrict an observation based upon a variety of factors including but not limited to: classroom schedules; assessment schedules; and teacher/staff/administrator availability.~~
- ~~7. School administrators work with the classroom teacher(s) and the parents/guardians on how to avoid or minimize disruptions to instructional time and the students' routines. Additionally, school administrators should make parents aware of any additional policies that might apply to the observation as well, such as visitor policies and/or protocols.~~
- ~~8. This observation policy and its administrative regulations/procedures be consistently implemented across all schools within the District.~~
- ~~9. This policy and its administrative regulations/procedures be applied in the same way for students with disabilities, as well as for students without disabilities.~~
- ~~10. When observations requests are declined or restricted, school administrators should provide a detailed explanation to the parents/guardians explaining the reason for the decision and work to develop alternative ways for the parents to obtain the information they are seeking.~~

(cf. 1110.1—Parental Involvement)

(cf. 1250—Visits to the Schools)

(cf. 6159—Individualized Education Program/Special Education Program)

(cf. 6171—Special Education)

Legal Reference:—Connecticut General Statutes

—————10-76a Definitions (as amended by PA 06-18)

—————10-76b State supervision of special education programs and services. Regulations. (as amended by PA 12-173)

—————10-76d Duties and powers of Boards of Education to provide special education programs and services.

10-76ff Procedures for determining if a child requires special education

Community Relations

Visits to the Schools

Classroom Observations

Legal Reference (continued)

- _____ ~~State Board of Education Regulations~~
- _____ ~~34 C.F.R. 300 et seq. Assistance to States for Education of Handicapped Children.~~
- _____ ~~300.14 Special education definitions.~~
- _____ ~~300.340-349 Individualized education programs.~~
- _____ ~~300.502 Independent educational evaluation~~
- _____ ~~300.503 Independent educational assessment.~~
- _____ ~~300.533 Placement procedures.~~
- _____ ~~300.550-556 Least restrictive environment.~~
- _____ ~~P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004~~
- _____ ~~“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations” issued by the Connecticut State Department of Education, March 27, 2018.~~

Policy adopted: March 7, 2019

Policy revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Suspension of Policy until 12/31/23

This regulation has been temporarily suspended, effective August 19, 2021, until December 31, 2023.

Community Relations

Visits to the Schools

Classroom Observations

~~These regulations apply to observation access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility of such services, an independent educational evaluator, a qualified professional retained by or on behalf of a parent/guardian or child or from parents/guardians of a child presently not receiving any special education services.~~

- ~~1. Parents/guardian's request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the building Principal or designee or Special Education Director or designee, as applicable.~~
- ~~2. Reasonable access will be provided to a parent/guardian for the purpose of observing his/her child in the child's current educational placement, services or program; or to visit an educational placement or program proposed by the PPT/IEP Team.~~
- ~~3. If the observer is an independent educational evaluator or a professional retained by or on behalf of a parent/guardian or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child.~~
- ~~4. The building Principal or designee or the Special Education Director or designee, as applicable, shall contact the parent/guardian(s) for an initial scheduling conversation within five (5) days of receipt of the parents'/guardians' request.~~
- ~~5. The building Principal or designee and/or the Special Education Director or designee, as applicable, will work with the classroom teacher and the observer to establish the specifics of the observation, including, but not limited to, scheduling and placement of the observer in the classroom.~~
- ~~6. The number, frequency, and duration of observation periods will be determined on an individual basis in accordance with federal and state law and regulation. The start and end time of observation periods and a schedule of observation periods will be determined in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.~~
- ~~7. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe.~~
- ~~8. If the visitor/observer is a professional retained by the parent/guardian, such individual must provide identification and credentials to a school administrator before the scheduled observation visit.~~

Community Relations

Visits to the Schools

Classroom Observations (continued)

- ~~9. Parent/guardians or outside providers that disagree with the decision of the building Principal or designee pertaining to the requested observation have the right to challenge the decision with the Superintendent of Schools. The decision of the Superintendent shall be final, subject only to raise an issue in open meeting at a regular session of the Board of Education.~~
- ~~10. The number of observers at any one time may be limited by the building Principal or designee or the Director of Special Education or designee.~~
- ~~11. Observers, as visitors, must comply with:
 - ~~a. School safety, security, and school visitation policies at all times.~~
 - ~~b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act (FERPA).~~
 - ~~c. Board Policy #1250, Visits to the Schools.~~~~
- ~~12. The observer is to be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will/may be asked to leave. This notice is particularly important, since the presence of parents/guardians can influence both the performance of their child(ren) and others.~~
- ~~13. The observer, in a special education situation, will be asked to submit his/her report of the observation in advance of any follow up PPT or related meeting.~~
- ~~14. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his/her contractual job duties.~~
- ~~15. The observer is to be instructed regarding the disclosure of confidential or personally identifiable information related to other children. The observer must acknowledge, before the visit, that he/she is obligated to honor students' confidentiality rights and refrain from any disclosure of such records. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible, the observer may be asked to sign a non-disclosure agreement.~~
- ~~16. A school administrator, or his/her designee, is to also observe at the same time and take notes as to what is observed, paying particular attention to anything that is non typical concerning the observation period. This observation summary will be placed in the student's file and provided to the parent/guardian(s) prior to any follow up PPT or related meeting.~~
- ~~17. Formal observation does not include times when parents/guardians are invited to a classroom for a special event or presentation, serve as a volunteer with a teacher, or to have lunch with their student.~~

Community Relations

Visits to the Schools

~~Classroom Observations (continued)~~

- ~~18. The school Principal or designee reserves the right to decline any request for a classroom observation if it is determined that such an observation would cause undue disruption of the educational process.~~
- ~~19. Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children while observing in the classroom or utilize any electronic equipment such as cell phones while in the classroom. (See #20 below)~~
- ~~20. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled to answer questions or concerns. Recordings of the observation shall not be permitted absent specific approval by the building Principal or designee.~~
- ~~21. During the observation the building Principal or designee and/or the Director of Special Education or designee may/will be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.~~
- ~~22. A building Principal or designee may deny visitation/observation privileges to any parent/guardian who had previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.~~

~~In-School Observations Conducted by an Independent Evaluator~~

~~Note: This section applies only to in-school observations conducted by an independent evaluator as part of a parent/guardian request for an independent educational evaluation (IEE) at public expense.~~

- ~~1. For most evaluations, it is important for the independent evaluator to understand the student within the context of his or her classroom, and the student's general presentation in school. Some observations conducted by independent evaluators may require more time than others depending upon the purpose and the complexity of the student's programming.~~
- ~~2. When determining the scope of the observation, all parties should be clear about the specific questions that the independent evaluation is attempting to address.~~
- ~~3. The District will not arbitrarily limit in-school observations to only one type of setting (e.g., academic classroom). In some cases, it may be reasonable for an independent evaluator to observe a student in a variety of settings (e.g., classroom, lunchroom, recess, etc.), given his or her IEP goals and objectives. These parameters should be addressed and resolved in discussions with the parents/guardians and the independent evaluator.~~
- ~~4. The District acknowledges that the Office of Special Education Programs (OSEP) has provided guidance stating that any policy limiting the length of observations conducted by independent evaluators would also have to apply to district personnel and independent evaluators hired by the school district in order for it to be consistent with the IDEA.~~

Community Relations

Visits to the Schools

Classroom Observations (continued)

Note: The IDEA and its implementing regulations do not provide a general entitlement for parents, or third parties, including attorneys or educational advocates, to observe students in their current classrooms or observe proposed educational placements in a public school district. However, the Bureau of Special Education encourages school districts to adopt policies and procedures that allow parents of observe their children in school and proposed placement options.

Regulation approved: March 7, 2019

Regulation revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Suspension of Regulation until 12/31/23

Parent/Provider Request for Classroom Observation

The New Fairfield School District welcomes visits to our schools and classrooms by parents/guardians, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least **five days** in advance of a requested observation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

Date: _____

Person Making Request: _____

Student: _____ School: _____ Grade: _____

Requested Location and Date of Observation: _____

Reason for Observation (*What specifically would you like to observe?*)

For Outside Agency Providers Only:

Name of Agency: _____

Purpose of the Observation: _____

(Must provide proof of release of information signed by parent within past 12 months)

For School District Personnel:

Date of Pre-Conference: _____

Conference Facilitator: _____

Date of Scheduled Observation: _____

Observer Assigned: _____

Date of Post-Conference: _____

Conference Facilitator: _____

Concerns and/or Main Points Discussed? _____

If disapproved, please state reason(s): _____

**Request to Access Classroom(s) or Personnel for Special Education
Evaluation and/or Observation Purposes**

Student Name: _____ DOB: _____

School Attending: _____ Grade: _____

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

Parent/Guardian *(Complete this section if the person making the request is the parent/guardian.)*

Name: _____ Title: _____ Phone: _____

Address: _____

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: _____
for the purpose of: _____

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: _____
_____ for the purpose of: _____

Parent's Independent Evaluator or Other Qualified Professional *(Complete this section if the person making the request is not the parent/guardian.)*

Name: _____ Agency/Company: _____

Phone: _____ Email Address: _____

Address: _____

My professional training and/or licensure or certification, if applicable, is (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Teacher, certified in the areas of: _____ | Connecticut certified? <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Clinical Psychologist | <input type="checkbox"/> School Psychologist |
| <input type="checkbox"/> Licensed Clinical Social Worker | <input type="checkbox"/> Licensed Social Worker |
| <input type="checkbox"/> School Social Worker | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Speech/Language Pathologist |
| <input type="checkbox"/> Audiologist | <input type="checkbox"/> Psychiatrist |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified School Nurse |
| <input type="checkbox"/> Other qualified Professional (list credentials): _____ | |

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of: _____

1250.1
Form B
(continued)

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

- Observation of student in the following classroom(s)/setting(s): _____
_____ Duration: _____
- Opportunity to interview the following personnel believed to work with the student: _____
_____ Duration: _____
- Opportunity to interview the student.
- Student records, as noted in the attached, signed Authorization to Release Student Record Information.

Acknowledgement *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of Policy #1250.1 and its accompanying Administrative Regulation, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

Individual Requesting Access Signature _____ Date

Parent/Guardian Verification *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, _____, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

Parent/Guardian Signature _____ Date

This policy has been temporarily suspended, effective August 19, 2021, until December 31, 2023.

Business/Non-Instructional Operations

Site Access/Closed Campus

~~While school is in session, access to the buildings and grounds of the campuses of the New Fairfield Public Schools must be limited to protect the students and staff. Therefore, signs will be posted on all campuses indicating that access to the schools and grounds is restricted during the school day to students, staff, vendors conducting business authorized by the New Fairfield Public Schools, and approved parent/guardian visitors (as defined below). To ensure student and staff safety, all parents and individuals conducting business (including drop-off and pick-up) are required to leave school property once business is complete. All others on campus will be asked to leave.~~

~~The only exceptions to this policy are open access to: the dog park, the adjacent children's playground/basketball courts/boce courts, Komlo Field, Cashman Field, and the immediately adjacent parking spaces located in the lower lot on the middle school/high school campus.~~

~~Signs will be posted on all school campuses indicating the following:~~

- ~~• School hours for each campus.~~
- ~~• Access to school buildings and grounds is restricted during the school day to students, school staff, those conducting business authorized by the New Fairfield Public Schools and approved visitors.~~
- ~~• Unauthorized people in school buildings or on school grounds will be asked to leave.~~

Approved Visitors

~~All visitors must sign in and receive a **VISITOR BADGE** from the main office of the campus they are visiting.~~

- ~~• Some examples of Approved Visitors are classroom volunteers, a parent/guardian who wants to have lunch with their child or drop off a lunch, and/or those meeting with a staff member.~~

Restricted Access to Track & Fields during Scheduled Events

~~For safety reasons, to prevent injury to spectators, and/or to inhibit interference from non-participants, the administration reserves the right to deny access to the track, courts and athletic fields during scheduled events.~~

Policy adopted: June 5, 2014
 Policy revised: September 6, 2018
 Policy revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
 New Fairfield, Connecticut
Suspension of Policy until 12/31/23

This policy has been temporarily suspended, effective August 19, 2021, until December 31, 2023.

Instruction

School Volunteers

~~Volunteers will work under the supervision of staff, assisting with tasks which may include the following: chaperoning field trips, coaching, clerical support, mentoring and other appropriate assignments.~~

~~In our continued effort to maintain a safe learning environment, all school visitors, including volunteers, must register upon entering any school. A sign in/sign out log will be maintained in each school office. Volunteers must present a valid state issued ID (driver's license, identification card, work VISA or green card), record both arrival and departure times, and indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit.~~

~~All volunteers are expected to exhibit standards of conduct equal to those of the school staff and to observe all Board of Education policies. This includes, but is not limited to use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment.~~

~~The school volunteer is a non-paid person who helps in the school under the direction of the school Principal or his/her designee.~~

~~The building Principal or his/her designee is responsible for conveying the contents of this policy to all school volunteers.~~

~~(cf. 1212—School Volunteers)~~

Policy adopted: January 5, 2006
 Policy revised: June 4, 2015
 Policy revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
 New Fairfield, Connecticut
Suspension of Policy until 12/31/23