

## **Policy Subcommittee Meeting**

Wednesday, October 26, 2022 7:00 PM

Meeting Access: Policy Subcommittee (10/26/22 at 7 p.m.) Web:

<https://zoom.us/j/99039345901> Dial In: (929) 205-6099 Meeting ID: 990 3934 5901, 3 Brush Hill Road, New Fairfield, CT 06812

### **I. CALL TO ORDER**

### **II. APPROVAL OF MINUTES**

#### **II.A. September 28, 2022 - Regular**

### **III. ACTION ITEMS**

#### **III.A. Policy 7230.2 - Extensions/Renovations or Replacements**

#### **III.B. Policy 1312 - Public Complaints**

#### **III.C. Policy 1331 - Smoke Free Environment**

#### **III.D. Policy 5132 – Dress and Grooming**

### **IV. INFORMATION ITEMS**

### **V. OTHER**

### **VI. ADJOURNMENT**

**BOARD OF EDUCATION, NEW FAIRFIELD, CT**  
**Policy Subcommittee Meeting**

Name of Subcommittee: Policy Meeting type: Regular  
Date of Meeting: 9/28/22 Place of Meeting: Zoom  
Members present: Kathy Baker, Samantha Mannion, Amy Johnson, Stephanie Strazza  
Members absent:  
Other attendees: Ken Crow  
Minutes submitted by: Amy Johnson  
Meeting Access: Policy Subcommittee (9/28/22 at 7 p.m.)  
Web: <https://zoom.us/j/91302463724> Dial In: (929) 205-6099 Meeting ID: 913 0246 3724

The meeting was called to order at 7:01 p.m.

**II. APPROVAL OF MINUTES**

A. August 24, 2022 - Special

**Motion:** To approve the minutes of August 24, 2022, as presented

Made by: Samantha Mannion

Seconded by: Amy Johnson

**Recording of Vote:** All in favor

**III. ACTION ITEMS**

**A. Policy 1312 – Public Complaints**

Ken Crow spoke to Shipman, as well as CABB, to gather information. Shipman does not have a public complaint policy model. Most districts have a public relations model policy. Ken shared one policy that might be helpful. One concern is, what does the board do if there is a FERPA issue? Advice from attorney is if something like this comes to the board, we cannot engage in discussion for privacy reasons. Our attorney didn't feel that the policy needed to be changed. We can inform the complainant that we would not be able to engage in conversations of sensitive nature. Samantha said that she likes the Wilton policy because of several things, but it is lacking any information regarding having a public hearing. Ken flagged the Wilton policy because of how they handled personnel complaints and the bulleted points. Ken said that he will check on the public hearing piece. Ken said that Wilton's policy is a recommended policy, not a required policy. Samantha said she thinks that the 1% rule is not just for BOE, but also for BOS. Samantha would like to move forward with using Wilton's policy regarding public complaints and materials, amend the public hearing piece and remove the process form we currently have. Stephanie and Amy agree. Request for re-evaluation of materials needs to go away. Samantha, Stephanie and Amy agreed that it would be a good idea for people to petition and have a public hearing. We can add the three paragraphs regarding public policy to Wilton policy.

**Motion:** To table Policy 1312

Made by: Samantha Mannion

Seconded by: Stephanie Strazza

**Recording of Vote:** All in favor

**B. Policy 5145.511 – Exploitation; Sexual Harassment –**

Ken did research to see if there were secondary definitions of "sexual violence." Ken's observation is that "sexual violence" is not referenced in the policy. He would like to start the policy with sexual abuse and eliminate sexual violence. All are in agreement. Samantha said to use existing language and remove the "sexual violence" definition. Leave existing 1a and 1b, and 2 is self-explanatory. Samantha likes it the way it was written initially. Training protocol change and language changes, etc. We will remove all of the alternate language. Kathy says if we get the meaning of it across, she is okay with it. Stephanie and Kathy agree to want it to not be so specific.

**C. Policy 6140 – Curriculum** – Samantha noticed a couple of typos. Under the curriculum policy, everything in section 4 is separated out with semicolons, there should be a semicolon and not comma after *consumer health*. At the end of number 4 "and" should be removed before *accident prevention*. Concerning the content, we do not have any choice.

**D. Policy 6172.6 – Distance Education** – Ken said there is an additional legal reference added at the end. Page (b), number 2, last sentence replacement suggestion- *may approve the taking of an online course as an equivalent substitute for a course offered at new Fairfield High School*. Page one, paragraph 5- change “to be” to “*determined to have been*.” The “is” present tense is approved.

**E. Policy 7230.2 - Extensions/Renovations or Replacements**

Ken mentioned that air quality is even more important since COVID. He said that there is new language that is worth looking at with Phil Ross and Carrie DePuy. How are things going to be addressed in the budget? Samantha mentioned that between 2008 and 2024 is it every 3 years, then it is goes to 5 years. Samantha moves to table the policy and Ken will get clarification on number of years. We will review this policy at the next meeting and ask Carrie and Phil to join us.

**Motion:** To table Policy 7230.2 until the next meeting and invite Phil Ross and Carrie DePuy

Made by: Samantha Mannion

Seconded by: Kathy Baker

**Recording of Vote:** All in favor

**Motion:** To move the following policies to the full Board for consideration: Policy 5145.11, Policy 6140, and Policy 6172.6

Made by: Samantha Mannion

Seconded by: Kathy Baker

**Recording of Vote:** All in favor

**IV. INFORMATION ITEMS** - Samantha would like to add dress code policy to our next meeting. We will review the language of the policy for October. Invite James D’Amico and Karen Gruetzner for the November meeting where they can bring student representation. We would like to have vaping policy addressed at our next meeting.

**V. OTHER** – none

**VI. ADJOURNMENT**

**Motion to adjourn:** Made by: Samantha Mannion

**Seconded by:** Kathy Baker

**Recording of vote:** All in favor

**Meeting adjourned at:** 8:16 p.m.

*Existing policy updated to reflect new legislation.*

## **Construction**

### **Extensions/Renovations or Replacements**

#### **Indoor Air Quality**

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

#### **Indoor Air Quality in Existing Facilities**

The Superintendent or his/her designee shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, in accordance with all applicable state statutes, necessary for the maintenance and improvement of the indoor air quality of all District facilities.

The District shall report biennially, in a manner as required, to the Commissioner of Administrative Services on the condition of its facilities, its long range facilities program, and on its air quality program, and green cleaning program.

Prior to January 1, 2008 and every ~~five (5)~~ **three (3)** years thereafter, for any District facility that has been constructed, extended, renovated or replaced on or after January 1, 2003, the Board of Education shall provide for a uniform inspection and evaluation program of indoor air quality within such buildings, such as the Environmental Protection Agency's Indoor Air Quality for Schools Program.

The results of the evaluation shall be made available for public inspection at a regularly scheduled Board of Education Meeting and also posted on the District's website.

The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. the heating, ventilating, and air conditioning (HVAC) systems;
2. radon levels in the air and water;
3. potential for exposure to microbiological airborne particles, including fungi, mold, and bacteria;
4. chemical compounds of concern to indoor air quality, including volatile organic compounds;
5. pest infestation, including insects and rodents;
6. pesticide usage;
7. the presence and plans for removal of certain hazardous substances identified under federal law;
8. ventilation systems (i.e. exhaust fans);

## **Construction**

### **Extensions/Renovations or Replacements**

### **Indoor Air Quality**

#### **Indoor Air Quality in Existing Facilities (continued)**

9. plumbing, including water distribution systems, drainage systems, and fixtures;
10. moisture incursion (leaks);
11. the facilities' overall cleanliness;
12. building structural elements, including roofing, basements, and slabs;
13. the use of space, particularly in areas designed to be unoccupied; and
14. the provision of indoor air quality maintenance training for building staff.

Heating, ventilation, and air conditioning systems shall be maintained in accordance with the prevailing maintenance systems, such as Standard 62. The Board direct the Superintendent or his/her designee to ensure that such systems shall be operated continuously during the hours in which students or school personnel occupy school facilities except during periods of scheduled maintenance or emergency repairs or at other times when it can be demonstrated that the air supply system meets the Standards 62 requirements for air changes per hour.

Records shall be maintained on the maintenance of the District's heating, ventilation, and air conditioning systems for a period of not less than five years. Such records shall be available to the public upon request.

Prior to January 1, 2024, and every five years thereafter, the local or regional Board of Education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspection and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing, or a mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to:

1. Testing for maximum filter efficiency
2. Physical measurements of outside air delivery rate
3. Verification of the appropriate condition and operation of ventilation components
4. Measurement of air distribution through all system inlets and outlets
5. Verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers
6. Verification of control sequences
7. Verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and
8. Collection of field data for the installation of mechanical ventilation if none exist.

## **Construction**

### **Extensions/Renovations or Replacements**

#### **Indoor Air Quality**

##### **Indoor Air Quality in Existing Facilities** (continued)

The ventilation systems inspection and evaluation shall identify to what extent each school's current ventilation system components, including any existing central or non-central mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393. The local or regional Board of Education conducting an inspection and evaluations pursuant to this subsection shall make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such Board and on the Internet website of such Board and on the Internet website, if any, of each individual school. The local or regional Board of Education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed.

##### **Indoor Air Quality in New or Renovated Facilities**

In order to secure appropriate indoor air quality in District schools, the Board of Education believes that when new facilities are constructed and when existing facilities are renovated, the following requirements shall be specified to the architect or design professional responsible for the construction project:

1. Adhere to the requirements defining minimum air circulation contained in the State Building Code which apply only when constructing new space.
2. The building/space meets or exceeds the ASHRAE (American Society of Heating, Ventilating and Air Conditioning Engineers) 62-1999 standard, "Ventilation for Acceptable Indoor Air Quality," which considers chemical, physical and biological contaminants that can affect air quality as referenced by the State Code adopted pursuant to C.G.S. 29-252.
3. Utilizing the ASHRAE 62-1999 standard, achieve a minimum ventilation rate per occupant of 15 cubic feet per minute (cfm) of outdoor air.

## **Construction**

### **Extensions/Renovations or Replacements**

#### **Indoor Air Quality**

##### **Indoor Air Quality in New or Renovated Facilities** (continued)

4. Design and placement of air handling equipment needs to be done in a manner where it is accessible to inspect and maintain the equipment; therefore, mechanical rooms are desirable versus exposed rooftop units or units hung above suspended ceilings.
5. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
6. Fresh air intakes must be located, whenever possible, away from all types of vents and exhausts on roofs in addition to any ground level vegetation and any accumulation of water.
7. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
8. Radon mitigation systems to provide a vapor barrier and protection from under-slab humidity should be a part of new school construction.
9. Attention must be given to the selection of all building materials and finished products which may emit odorous and irritating volatile organic vapors degrading indoor air quality.
10. Reduce the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
11. Consider the economic feasibility of achieving dehumidification through air conditioning.
12. Install temperature control systems along with energy management systems which monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilating and air conditioning (HVAC) systems.
13. When renovating an occupied building provide for the mechanical control of airborne pollutants associated with the construction process.

## Construction

### Extensions/Renovations or Replacements

#### Indoor Air Quality (continued)

Legal Reference: Connecticut General Statutes  
10-220(d) Duties of boards of education. ~~(as amended by P.A. 09-81)~~  
10-231(f) Indoor air quality committees  
10-282(19) Definitions  
10-283 Applications for grants for school building projects  
10-286 (a)(9) Computation of school building project grants  
10-291 Approval of plans and site. Expense limit.  
10-292 Review of final plans by Commissioner of Administrative Services. Exceptions; role of local officials.  
~~P.A. 03-220 An Act Concerning Indoor Air Quality in Schools.~~  
P.A. 09-81 An Act Concerning Cleaning Products in Schools.  
New Fairfield Code of Ordinances  
Section 8: Building Committees, Sec. 2-171  
10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.  
~~P.A. 22-118 An Act Concerning the State Budget for the Biennium Ending June 30, 2023.~~

Policy adopted: May 1, 2003  
Policy revised: November 6, 2003  
Policy reviewed: June 21, 2007  
Policy revised: December 4, 2008  
Policy revised: December 17, 2009  
Policy revised: June 16, 2016  
Policy revised: June 6, 2019  
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

*A version of this recommended policy developed by Wilton.*

## **Community Relations**

### **Public Complaints**

Constructive criticism of the schools is welcome through whatever medium on the assumption that it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively. The following policy shall apply except when there is a statutory right to hearing, e.g., residency and expulsion matters, when the statutory procedures shall prevail.

Specific complaints about the conduct of the schools may originate with school personnel, students, parents, and other citizens. Persons making complaints about the school shall be referred to the most immediate level at which the problems can be resolved, and, as necessary, through lines of organization. Anonymous complaints will not be formally considered since such complaints cannot be appropriately reviewed. The subject of a complaint has a right to due process and to know the specifics of any complaint against him/her. Persons wishing to remain anonymous should be informed of this fact and should be encouraged to come forward if a complaint appears to have merit.

The Board is responsible for setting policy for the district, and, as the chief executive officer, the Superintendent is responsible for operational issues in the district, including all personnel matters. When Board members are approached directly by persons with concerns or complaints, they should decline to intervene directly and suggest that the complainant meet with the individual at the most immediate level, be it a teacher, principal or the staff member, preferably face-to-face at a scheduled meeting. Should the problem not be resolved at the lowest level, the complainant should proceed through the "chain-of-command," e.g., from teacher to principal to Assistant Superintendent. Should a problem reach the Superintendent and not be resolved, the complainant may make a written request that the Board of Education review the matter. The Superintendent shall transmit this request to the Board, along with his or her recommendation on whether the Board should hear the complaint. Discussion of any such request may take place in executive session if the matter is appropriate for executive session, but any decision to hear a complaint shall be made by public vote. Given that the Superintendent is responsible for supervising staff, the Board will generally decline to hear specific complaints concerning school personnel. If the Board decides to hear the complaint, it shall schedule an informal hearing and notify the complainant and the Superintendent of the date and time of such informal hearing. The Board retains sole discretion as to whether to permit witnesses and how much time is to be allowed to the complainant in any such informal hearing. The Board also reserves the right to hear from the Superintendent, either at the hearing or thereafter, as it deems appropriate. Within thirty (30) days of the conclusion of any such hearing, the Board shall inform the complainant of its decision, which shall be final.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

## Community Relations

### Public Complaints

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

Upon receipt of a written petition signed by one percent of the voters or fifty voters, whichever is greater, the Board of Education shall hold a public hearing on any question specified in the petition within three weeks of receipt of the petition.

Legal Reference:        *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)  
                                 *President's Council, District 25 v. Community School Board No. 25* 457 F.2d  
                                 289 (1972), cert. denied 409 U.S. 998 (1976)  
                                 *Minarcini v. Strongsville City School District*, 541 F. 2d 577 (6th Cir. 1976).  
                                 *Board of Education, Island Trees Union Free School District No. 26 v.*  
                                 *Pico*, 457 U.S. 853 (1982).  
  
                                 Academic Freedom Policy (adopted by Connecticut State Board of  
                                 Education, 9/9/81).  
  
                                 Connecticut General Statutes  
                                 10-238 Petition for hearing by board of education.

Policy adopted:

WILTON PUBLIC SCHOOLS  
Wilton, Connecticut

cps 2/06

*Wilton's regulation on this topic to consider/modify.*

## **Community Relations**

### **Public Complaints**

Specific complaints about the conduct of the schools may originate with school personnel, students, parents, and other citizens. Such complaints can be resolved most expeditiously if they are taken first to the staff member or the administrator immediately in charge of the area in which the problem arises, then through successive administrative levels to the Superintendent, and subsequently to the Board of Education, if necessary. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the Superintendent for study and possible resolution through normal channels.

If a specific employee is involved because of the circumstances, that employee shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

Failing to reach a satisfactory resolution to the problem or complaint with the staff member or administrator immediately in charge of the area in which the problem arises, the complainant shall be encouraged to ask for review and further consideration through successive administrative levels to the Superintendent, and subsequently the Board of Education, if necessary, as indicated below. Given that the Superintendent is responsible for supervising staff, the Board will generally decline to hear specific complaints concerning school personnel.

### **School Personnel**

In instances where the complaint involved an employee, the administrator immediately in charge of the area in which the problem arises shall promptly provide the Superintendent or his/her designee with a written report including:

- A statement of the complaint prepared by the complainant and specifying the precise nature of the complaint. The statement must be signed by the complainant.
- A statement of the facts on both sides of the matter.
- A summary of the opportunities afforded both sides to be heard.
- A statement on how the complainant would propose to resolve the matter.
- A statement on how the staff member would propose to resolve the matter.
- A recommendation on how the complaint can best be resolved from the point of view of the administrator.

The Superintendent or his/her designee shall prepare a similar written report of his/her own if Board involvement becomes necessary to resolve the complaint.

## **Community Relations**

### **Public Complaints**

#### **Instructional Materials**

If the complaint cannot be resolved at the building level, the Superintendent or his/her designee shall consider the matter and make a decision. If the Superintendent determines that a recommendation concerning the complaint would be helpful to him, he/she may decide to establish a review committee to make a recommendation concerning a response to the complaint. Such a committee shall be appointed by the Superintendent, and it shall be composed of one administrator with district responsibilities and five or more members selected from the administrative and instructional areas most closely concerned.

In their deliberations, the review committee shall consider the educational philosophy of the school district; the professional opinions of other staff members in the instructional area most closely concerned, as well as other competent authorities; reviews of the materials by reputable bodies; the teacher's own stated objectives in using the materials, and the objections of the complainant.

The findings and recommendation of the review committee as to the disposition of the complaint shall be in writing and be transmitted to the Superintendent or his/her designee. The Superintendent or his/her designee shall share the findings and recommendation of the review committee with the complainant and shall meet with the complainant for purposes of resolving the matter. After meeting with the complainant to review the findings and recommendation of the review committee, the Superintendent shall issue his/her decision on the complaint in writing to the complainant, with a copy to the members of the review committee and the Principal of the affected school.

The Superintendent shall submit to the Board the report from the district review committee, along with his/her recommendation, if Board involvement becomes necessary to resolve the complaint.

An individual student may be excused from using challenged materials. The teacher will then assign the student alternate materials of equal merit. Although individuals may be excused from using challenged materials, the use of challenged materials by class, school or district shall not be restricted until final disposition has been made in accordance with this regulation.

Regulation approved:

**WILTON PUBLIC SCHOOLS**  
Wilton, Connecticut

cps 2/06

## **Community Relations**

### **Public Complaints**

The Board of Education welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual Board members have no authority to resolve complaints, other than by formal Board action, Board members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the Board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it is the policy of the Board that such complaints need not be pursued. An unsigned complaint need not be read or acted upon at any meeting of the Board and anonymous telephone complaints need not be brought to the Board by any individual Board member, administrator or other District employee. The administration need not act on any anonymous complaint.

Parents should be made aware of the proper channels of communication and appeal. Complaints for which specific resolution procedures are provided shall be directed through those channels. The decision of the Principal regarding a student must include notice to the parents of the next step of appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the Superintendent of Schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

## Community Relations

### Public Complaints

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

Upon receipt of a written petition signed by one percent of the voters or fifty voters, whichever is greater, the Board of Education shall hold a public hearing on any question specified in the petition within three weeks of receipt of the petition.

### Challenged Material

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

(cf. 1220 – Citizens' Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference:        *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)  
                               *President's Council, District 25 v. Community School Board No. 25* 457 F.2d  
                               289 (1972), cert. denied 409 U.S. 998 (1976)  
                               *Minarcini v. Strongsville City School District*, 541 F. 2d 577 (6th Cir. 1976).  
                               *Board of Education, Island Trees Union Free School District No. 26 v.*  
                               *Pico*, 457 U.S. 853 (1982).  
                               Academic Freedom Policy (adopted by Connecticut State Board of  
                               Education, 9/9/81).  
                               Connecticut General Statutes  
                               10-238 Petition for hearing by board of education.

Policy adopted:        June 21, 2007

NEW FAIRFIELD PUBLIC SCHOOLS  
 New Fairfield, Connecticut

## **Community Relations**

### **Public Complaints**

The Superintendent and all building or unit administrators shall maintain a log of all written and signed public complaints received, the results of any study or investigation undertaken, and the particular action or disposition rendered. These records shall be deemed personal working files and not subject to public disclosure except that the Superintendent may review all such files at any time.

The Superintendent's own records shall be reviewable by the Board chair. Heresay and rumor shall not be considered a complaint unless directed by an identifiable complainant.

Administrators shall use understanding in dealing with the public, but nothing contained herein shall imply that any staff member is compelled to subject him/herself to inappropriate or unrestrained forms of insult, upbraiding, or other like abuse. Complainants are to be advised of their right to appeal decisions and actions to the Superintendent whose determinations may in turn be reviewed by the Board.

The Board may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution. After the Board's decision, the usual appeal route pertains.

Any parent, guardian, or other person who insults or abuses any teacher or other employee on school property or in the presence of students may be prosecuted by the district under the provisions of law.

### **Request for Re-Evaluation of Instructional Materials**

The following procedure shall be followed whenever there is a request for the evaluation of instructional material other than textbooks:

1. The Superintendent shall establish an ad hoc review committee broadly representative of:
  - A. Teachers competent in the area of the content covered by the material.
  - B. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.
  - C. A media specialist who shall serve on the review committee.
  - D. Parents when appropriate, as determined by the Superintendent.
2. Objections to materials and requests for re-evaluation must be presented in writing on the proper form. Request for Re-Evaluation of Materials forms are available in the office of the Superintendent.
3. Initial action on a written request on the proper form shall be taken no later than fifteen school days after receipt of the request.

## Community Relations

### Public Complaints

#### Request for Re-Evaluation of Instructional Materials (continued)

4. A written report from the review committee shall be submitted to the Superintendent. The Superintendent shall then communicate his or her decision to the person requesting the re-evaluation.
5. Should the decision of the Superintendent not satisfy the person requesting the re-evaluation, the Board of Education may hold a special hearing to review the Superintendent's decision.
6. Once instructional material has been re-evaluated the material cannot be subject to further review without special approval by the Board of Education. Challenged instructional materials shall remain in use in the schools pending a final decision by the Board of Education, or unless suspended by the Board of Education prior to a final decision.

(cf. 1220 - Citizens, Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Keyishian v. Board of Regents*, 385 U.S. 589, 603 (1967).

*President's Council, District 25 v. Community School Board No. 25*, 457 F. 2d 289 (1972), cert. denied 409 U.S. 998 (1976).

*Minarcini v. Strongsville City School District*, 541 F. 2d 577 (6th Cir. 1976).

*Board of Education, Island Trees Union Free School v. Pico*, 457 U.S. 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).

Connecticut General Statutes

10-238 Petition for hearing by board of education

Regulation approved: June 21, 2007

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

**REQUEST FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS**

Request Initiated By \_\_\_\_\_

Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_

email address \_\_\_\_\_

Instructional Material for re-evaluation \_\_\_\_\_

Where is it in use in the NFPS? \_\_\_\_\_

If a book:

AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_ PUBLISHER \_\_\_\_\_

Or, name of other instructional material.  
\_\_\_\_\_

1. How did you become aware of this instructional material? \_\_\_\_\_  
\_\_\_\_\_

2. To what in the material do you object? (Please be specific; cite pages) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading this book or using this material? \_\_\_\_\_  
\_\_\_\_\_

4. In your opinion, what are the positive aspects of this material? \_\_\_\_\_  
\_\_\_\_\_

5. Did you read the entire book/review the entire material? \_\_\_\_\_ If not, what parts did you review?  
\_\_\_\_\_

6. What do you believe is the intended purpose of this instructional material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What judgment of this material by reviewers are you aware of? \_\_\_\_\_

8. Further comments and suggestions: \_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date



## Community Relations

### Use of School Facilities

#### Smoke Free Environment

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products or vaping products in all school facilities, buildings and all school property, both inside and outside, and buses or other District transportation at all times, including athletic events and meetings. This prohibition extends to all facilities the district owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, vaping products, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

(cf. 1120 - Board of Education Meetings)

(cf. 1330 - Use of School Facilities)

(cf. 5131.6 - Drugs and Alcohol)

Legal Reference: Connecticut General Statutes

19a-342 Smoking prohibited in certain places. Signs required. Penalties.  
(as amended by PA 19-13)

21a-242 Schedules of controlled substances

PL 107-110, Section 4303, "Nonsmoking Policy for Children's Services"

20 U.S.C. 7181-7184 The Pro Children Act of 2001

PA 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

PA 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products.

Policy adopted: June 21, 2007  
Policy revised: March 6, 2014  
Policy revised: November 19, 2015  
Policy revised: December 5, 2019

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

## **Students**

### **Dress and Grooming**

The community and general public often judge the quality of education by the behavior, appearance and activities of its student body. The results of one's dress, appearance and behavior generally go far beyond the individual student.

In general, attire and grooming of individual students in this school system are the responsibility of the students and their parents. There are, however, general principles of good taste and modesty which must and shall be observed.

Students' overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as to neither distract other students or teachers, disrupt the education process, or pose a health or safety threat to anyone. Clothing should be clean, untorn, free from promotion of, or reference to drugs, alcohol and tobacco, and offensive signs, symbols or words. Clothing should also be free of slogans, names, titles or the like which are defamatory toward person(s), group(s), the school or other organizations or which are likely to incite or inflame.

Students whose dress or grooming is judged by the staff to be distracting, disruptive, or dangerous to personal safety will be subject to administrative action.

The intent of this policy is to encourage all concerned to dress, groom and conduct themselves in keeping with an atmosphere which reflects a sensitivity to and respect for self and others and the overall functions of the school.

Examples of inappropriate clothing prohibited include, but are not limited to:

- Shoes, boots or sneakers which mark the floor
- "See through" style and/or mesh style shirts, blouses, midriff tops, and/or revealing garments
- Underwear worn as outerwear
- Short shorts and/or revealing shorts and/or skirts
- Face-coverings except those worn for established religious customs
- Sunglasses
- Any article of clothing (including jackets, shoes, hats and bandannas), jewelry, or other item which is identifiable as a known symbol of gang membership or affiliation
- Any accessories or clothing with spikes
- Sweatshirt hoods worn over one's head

At the secondary level (6-12) it is strongly recommended that clothing which is worn in physical education shall not be worn in other classes or parts of the school nor shall clothing worn in regular classes be worn in physical education. Physical education teachers will specify the kind of clothing appropriate for their activity.

## Students

### Dress and Grooming (continued)

#### Enforcement of Prohibited Attire

Students whose dress and grooming does not conform to these standards will be referred to the Principal or his/her designee who will inform students of necessary changes in dress. If students fail to remedy the problem, parents will be contacted. If the problem remains uncorrected, students will be subject to disciplinary action in accordance with provisions of Connecticut General Statutes.

Legal Reference: Connecticut General Statute § 10-233 et seq.

Policy adopted: June 6, 2002  
Policy amended: October 6, 2005  
Policy revised: May 2, 2019

NEW FAIRFIELD PUBLIC SCHOOLS  
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