

Board of Education Special Meeting 2023

Thursday, June 22, 2023 7:00 PM

BOE Meeting Access: BOE (6/22/23 at 7 p.m.) Web:

<https://zoom.us/j/98089962703> Dial In: (929) 205-6099 Meeting ID: 980 8996 2703 , 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE MINUTES

III.A. June 1, 2023 - Regular

III.B. June 8, 2023 - Special

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 thirty (30) minutes total for the entire meeting. Individuals 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

VI.A. Chairman's Report

VI.B. Superintendent's Report

VI.C. Committee Reports

VI.C.1. Business Operations/Resource Management (*Greg Flanagan*)

VI.C.2. Policy (*Samantha Mannion*)

VI.C.3. Special Education Ad Hoc (*Stephanie Strazza*)

VI.D. Liaison Reports

VI.D.1. Board of Finance (*Ed Sbordone*)

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

VII. INFORMATION ITEMS

VII.A. special Education Leadership Structure

VIII. INFORMATION/ACTION ITEMS

VIII.A. FY24 Budget Reduction Scenario

VIII.B. Excess Cost Grant Request

VIII.C. International Field Trip

VIII.C.1. Paris + Orleans Exchange Trip

IX. ACTION ITEMS

IX.A. Personnel Report

IX.B. Board of Education Policy Suspension of the
Rules [referring to Policy 4118.51]

IX.B.1. Policy 4118.51 – Social Media

IX.C. Sherman Contract 7/1/23 – 6/30/24

IX.D. Custodian Leave of Absence Request *(To be voted
on after Executive Session)*

IX.E. Teacher Leave of Absence Request *(To be voted on
after Executive Session.)*

IX.F. Non-Union Salaries and Benefits *(To be voted on
after Executive Session.)*

IX.G. Superintendent's Contract

X. **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 thirty (30) minutes total for the entire meeting. Individuals 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]*

XI. FUTURE AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

**XIII. EXECUTIVE SESSION FOR THE PURPOSE
OF DISCUSSING CUSTODIAN LEAVE OF
ABSENCE REQUEST**

**XIV. EXECUTIVE SESSION FOR THE PURPOSE OF
DISCUSSING TEACHER LEAVE OF ABSENCE
REQUEST**

**XV. EXECUTIVE SESSION FOR THE PURPOSE OF
DISCUSSING NON-UNION CONTRACT
NEGOTIATIONS**

XVI. ADJOURNMENT

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

The New Fairfield Board of Education held a regular meeting on Thursday, June 1, 2023, at 7:00 pm in the New Fairfield Community Room 33 Route 37, New Fairfield, CT.

MINUTES – June 1, 2023

PRESENT: Dominic Cipollone (Chairman), Kathy Baker, Tim Blair, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

ABSENT: Stephanie Strazza

ALSO PRESENT: Superintendent of Schools Dr. Kenneth Craw, Assistant Superintendent of Schools Julie Luby, Director of Business and Operations Carrie DePuy, Pupil Personnel Director Katherine Matz, and High School Principal James D’Amico

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

A. May 18, 2023 - Regular meeting - approved by consensus

IV. APPROVAL OF AGENDA - approved by consensus

V. PUBLIC PARTICIPATION

Rick Regan encouraged everyone to vote for the budget at the second referendum despite the recent cuts.

VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS

A. Chairman’s Report - Dominic Cipollone reported on the following:

- Spoke of his frustration with the BOF meeting of May 31st. He noted that the BOF voted to take \$100,000 from the BOS Police overtime budget and put it towards the BOE operating budget. He spoke of how this could affect the SROs in the schools. He assured everyone that the district will continue to strive to give students the best education possible.

B. Superintendent’s Report - Superintendent of Schools Dr. Kenneth Craw

- Acknowledged the many teachers that were honored at the Celebration of Excellence.
- Congratulated Teacher of the Year Casey Aiezza and Paraprofessional of the Year Tony DiNardo.
- Recognized seven retirees from the district and noted that they had a combined 157 years of service to New Fairfield.
- The Spirit of New Fairfield Award has been renamed the “Sarah Gelish Spirit of New Fairfield Award.” This year’s recipients are the bus drivers.
- Band and Chorus received awards recently.
- Boys and Girls Lacrosse are in the State Quarter finals.
- Art Shows are being held at all schools.

C. Student Representatives’ Report

Junior Representative Brennan Hearty spoke of the following:

- Congratulated Band and Chorus.

- Final exams begin on June 14th.
 - Senior Portraits for the Class of 2024 are being scheduled.
 - High School Graduation will be held on Friday, June 16th.
- D. Committee Reports
1. Curriculum - No report
 2. Special Education - No report
- E. Liaison Reports
1. Board of Finance - Ed Sbordone gave a summary of the BOF meeting on May 31st.
- Public Comment lasted approximately 46 minutes.
 - The BOF voted to take \$100,000 from the BOS budget from the Police Overtime line and put it towards the BOE Operating budget.
 - The BOF also voted to remove \$300,000 from the Bond Premium.
 - These votes result in a proposed increase of 6.25% instead of the previous 5.7%.
 - The BOS are expected to meet on June 8th to set the date for the Town Meeting that will be adjourned to a referendum.

VII. INFORMATION ITEMS

A. New Fairfield High School Schedule Update

High School Principal James D'Amico gave an update on the progress of the potential schedule change at the high school. This includes information regarding surveys from students, teachers and parents. The key areas discussed in the survey included questions about time spent preparing for school, time spent with after school activities, optimal length of classes and time spent on homework each night. It was noted that the Rebel Block was considered very valuable. The survey showed both benefits and challenges with the current schedule and potential changed schedule. There was a brief discussion of the possibility of a hybrid block schedule. Mr. D'Amico noted that there will be a trial hybrid schedule early in the next school year and a presentation will be given to the BOE at the November 2nd meeting.

B. District Priority Progress

Superintendent of Schools Dr. Ken Crow presented a District Priority Progress Report that shows goals and accomplishments for the year. He spoke of five main areas for achievement. The first three are specific to the system and include: teaching and learning, healthy learning environment and resources to support learning. The final two are specific to the Superintendent and include his entry plan and strategic planning.

VIII. INFORMATION/ACTION ITEM

A. FY24 Budget

Dr. Crow spoke of the effects of the delay in passing a budget. He spoke specifically of the challenges of hiring staff and scheduling classes without knowing the specifics budget amounts. Ordering of supplies and facilities projects may also be affected by the delay. Dr. Crow noted that he asked for an extension from the June 1st deadline with the Teacher's Union to give teaching assignments.

IX. ACTION ITEMS

A. Personnel Report

MOTION: Kathy Baker made a motion to recommend to the full Board the approval of the Personnel Report for May 31 2023, as recommended by the administration. Ed Sbordone seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

B. Healthy Food Certification

MOTION: Kathy Baker made a motion to recommend to the full Board that pursuant to C.G.S. Section 10-215f, the Board of Education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

MOTION: Greg Flanagan made a motion to recommend to the full Board of Education or governing authority that the Board will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food and beverage sales. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

C. New Textbook Adoption

1. Mosa Mack Science - Middle School

MOTION: Kimberly LaTourette made a motion to suspend the rules referring to new textbook adoption of Mosa Mack Science - Middle School. Samantha Mannion seconded the motion.

IN FAVOR: Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

MOTION: Kimberly LaTourette made a motion to recommend to the full Board the adoption of the following new textbook: Mosa Mack Science - Middle School. Tim Blair seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

D. Paraprofessional Leave of Absence Request - Executive Session

E. Custodian Leave of Absence Request - Executive Session

X. PUBLIC PARTICIPATION

Terra Volpe spoke of the potential change in schedules for the high school and supported the later school time. She spoke of her disappointment with the BOF meeting of May 31st. She thanked the BOE members for all their hard work.

John McCartney announced that the Girls' Lacrosse Team won their game today. He encouraged residents to get to know the teachers and administrators in the schools.

XI. FUTURE AGENDA ITEMS

There will be a BOE meeting on Thursday, June 8th at 6:30 p.m. in Executive Session to discuss the Superintendent's evaluation.

XII. BOARD MEMBER COMMENTS

Greg Flanagan thanked the teachers and administrators in the district.

XIII. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PARAPROFESSIONAL LEAVE OF ABSENCE REQUEST

MOTION: Ed Sbordone made a motion to go into Executive Session at 8:17 p.m. to discuss a paraprofessional leave of absence request and a custodian leave of absence request and to invite Dr. Craw into the Executive Session. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

MOTION: Dominic Cipollone made a motion to come out of Executive Session at 8:25 p.m. Ed Sbordone seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

MOTION: Ed Sbordone made a motion to recommend to the full Board of Education the approval of Pamela McNally's request for an unpaid leave of absence beginning on April 10, 2023, through the end of the 2022-23 school year, with a return to work at the beginning of the 2023-24 school year. Samantha Mannion seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

XIV. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A CUSTODIAN LEAVE OF ABSENCE REQUEST

MOTION: Kimberly LaTourette made a motion to recommend to the full Board of Education the approval of Anthony Capobianco's unpaid leave of absence request, commencing May 22, 2023, with a return-to-work date or evaluation by the Superintendent in six weeks. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

XV. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE SUPERINTENDENT'S EVALUATION

MOTION: Greg Flanagan made a motion to go into Executive Session at 8:27 p.m. to discuss the Superintendent's evaluation and to invite Dr. Craw into the Executive Session. Ed Sbordone seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

MOTION: Ed Sbordone made a motion to come out of Executive Session at 8:53 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

XVI. ADJOURNMENT

MOTION: Dominic Cipollone made a motion to adjourn the meeting at 8:54 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

Respectfully submitted,
Suzanne Kloos

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

The New Fairfield Board of Education held a special meeting on Thursday, June 8, 2023, at 6:30 p.m. in the Board of Education Central Office Conference Room, 3 Brush Hill Road, New Fairfield, CT.

MINUTES – June 8, 2023

PRESENT: Dominic Cipollone (Chairman), Kathy Baker (*via telephone*), Tim Blair (*arrived at 6:40 p.m.*), Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

ABSENT: None

I. CALL TO ORDER: Chairman Dominic Cipollone called the meeting to order at 6:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE PERFORMANCE, EVALUATION AND CONTRACT OF THE SUPERINTENDENT OF SCHOOLS

IV. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING BOARD OF EDUCATION SELF EVALUATION

MOTION: Dom Cipollone made a motion to go into Executive Session for the purpose of discussing the performance, evaluation and contract of the Superintendent of Schools, and the Board of Education self evaluation. Greg Flanagan seconded the motion. **IN FAVOR:** Dominic Cipollone, Kathy Baker, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

The Board entered Executive Session at 6:33 p.m.

MOTION: Dom Cipollone made a motion exit Executive Session. Stephanie Strazza seconded the motion. **IN FAVOR:** Dominic Cipollone, Kathy Baker, Tim Blair, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

The Board exited Executive Session at 8:33 p.m.

V. ADJOURNMENT

MOTION: Dom Cipollone made a motion to adjourn the meeting at 8:34 p.m. Ed Sbordone seconded the motion. **IN FAVOR:** Dominic Cipollone, Kathy Baker, Tim Blair, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

Respectfully submitted,
Kimberly LaTourette

PPS/SPED Leadership Reorganization - June 14, 2023

Rationale: A reorganization of the PPS/SPED leadership model is necessitated by the significant increase in the:

- Prevalence rate of identified students,
 - 2018-2019: October 1 count 288 (K-12), 13.3% prevalence rate (K-12), Total count 323 (PreK-12)
 - 2022-2023: October 1 count 349 (K-12), 16.8% prevalence rate (K-12), Total count 378 (PreK-12),
 - June 14, 2023 Total count is 423 (PreK-12)
- Number of PPTs held annually,
 - 2016-2017: 644 (110 new referrals to special education)
 - 2018-2019: 743 (110 new referrals to special education)
 - 2021-2022: 1,088 (152 new referrals to special education)
 - 2022-2023: 855 (127 new referrals to special education)
- Complexity of student needs.

Current Structure & Projected Cost 2023-24

Our current structure has been in place since the 2018-19 school year. It is composed of the Director of PPS, a K-12 Supervisor of SPED and a PPS Department Chair.

Position	Term	Salary
Director of PPS	12-month	\$187,538
SPED Supervisor	12-month	\$158,407
PPS Dept. Chair/School Psychologist	Teacher contract	\$119,651 (includes stipend & long.)
Total		\$465,596

New Structure & Projected Cost 2023-24

Prior to 2018-19, New Fairfield's model consisted of a Director and two SPED Supervisors. Given the rise in prevalence rates and the increase in number of PPTs, having two Supervisors next year will better enable the District to provide effective leadership.

Position	Term	Salary
Director of PPS	12-month	\$187,538
Elementary SPED Supervisor	11-month	\$137,517*
Secondary SPED Supervisor	11-month	\$137,517*
Total		\$462,572

*Salary prorated for 11-months and dependent on experience level.

\$800,000 Reduction Required by BOF

6/22/2023

#	FTE	Reduction	Description	Amount
Operating Budget - Tier One				
1	1.00	PreK Teacher (SPED)	Position restored in February due to enrollment increase	\$ 75,000
2		Early Retirement	Result of NFEA retirement benefit (5 retirements)	\$ 37,500
3	1.00	SPED Teacher	Enrollment pattern. Comply with all federal & state guidelines	\$ 75,000
4		Fuel and Oil Savings	Savings due to lock-in rates	\$ (130,000)
5	(1.00)	ILS Teacher (SPED Self-contained class)	Enrollment pattern. Comply with all federal & state guidelines	\$ (99,562)
6		Curriculum and Instruction	Reduction to consulting negatively impacts professional learning	\$ (60,000)
7		Part-time Finance Position	Cut to BOS budget	\$ (10,000)
		Subtotal		\$ (112,062)
Operating Budget - Tier Two				
8	(1.00)	Administrator - Director of Curr. & Instr.	Instructional Leadership, Curriculum Development, Supervision & Evaluation	\$ (153,971)
9	(1.00)	Instructional Coach	Reduces professional learning	\$ (107,944)
10	(1.00)	9-12 Reading Interventionist	Reduces academic support	\$ (107,382)
11	(1.00)	HS Business/Math	Reduction in sections	\$ (68,838)
12	(1.00)	K-5 Interventionist	Reduces academic support for students	\$ (52,584)
13	(2.00)	Paraprofessionals	Reduces student support	\$ (50,000)
14	(0.60)	World Language sections	Sunsets Latin program. Pattern of low enrollment	\$ (47,219)
15		MS Gifted Program - Restore	Eliminates program in grades 6-8	
16		K-5 Unified Arts - Restore	STEAM position returned to current status	
17		Team Leader Positions - Restore	Teacher leadership stipends for coordinating grade-level and team meetings	
		Subtotal		\$ (587,938)
Total	(6.60)			\$ (700,000)
Capital Budget				
18		Middle School Oil Tank	Funding toward this item delayed until FY 25	\$ (100,000)
		Total		\$ (800,000)



USA: 1-800-304-9446

CAN: 1-800-657-7754

INFO@PROMETOUR.COM

FRANCE

Paris + Orleans Exchange

New Fairfield Schools
February 15 - 24, 2024
10 DAYS

Jennifer Page
Tour Consultant

✉ jennifer.page@prometour.com

DAY 1:TRAVEL TO FRANCE

Thursday 15-Feb-2024



Board your **flight** from **New York** and begin the journey to **Paris, France**.

DAY 2:PARIS

Friday 16-Feb-2024



Bienvenue en France!

Meet your **French Prometour Tour Director** at the **arrivals** section of the **airport**.

Transfer by **motor coach** to the **hotel** to drop off your luggage, check-in will be done later.

While in Paris, travel as the locals do by **walking** or taking **public transportation**.

With your **Tour Director**, discover some of the highlights of the **Quartier Latin** such as **Luxembourg Gardens**, the Pantheon, Sorbonne University, the famed Shakespeare & Co. bookstore, and the Petit Prince Store dedicated to St-Exupéry's masterpiece.

Have lunch on your own.

Make a **photo stop** at **Cathédrale Notre-Dame de Paris** to see the progress of its restoration from the 2019 fire.

Enter **Sainte Chapelle**, a masterpiece of flamboyant Gothic architecture with its unique stained glass windows, rendering the air iridescent with light and color. **(non guided)**

Enjoy dinner with your group in a local restaurant.

Overnight accommodation in Paris.

DAY 3:PARIS

Saturday 17-Feb-2024



Enjoy breakfast at the hotel with your group.

Have a **guided visit** of **Musée d'Orsay**. Originally a railway station, it now houses some of the best and most-known 19th and 20th century works from artists like Renoir, Cezanne, Degas, Monet, and Van Gogh. Have time after the tour to **explore** the collections at your **own pace**.

Have lunch on your own.

Stroll along the **Champs-Élysées** where luxury boutiques mix with French brand stores, and is lined with majestic monuments like the **Arc de Triomphe**.

Admire the architecture of Paris as you cruise along the **River Seine** on board a **Bateau Mouche**. **(on board commentary)**

Enjoy dinner with your group in a local restaurant.

Get a bird's eye view of Paris from the observation platforms of the **Eiffel Tower**. *-3rd floor access is included but subject to availability*

Overnight accommodation in Paris.

DAY 4:PARIS

Sunday 18-Feb-2024



Enjoy breakfast at the hotel with your group.

With your **Tour Director**, discover some of the highlights of the **Quartier de l'Opéra**. Walk along rue Rivoli, admire the spectacular ceiling at Galeries Lafayette, enter the grande Eglise Madeleine, walk through Paris' oldest covered passage (Passage des Panoramas), and explore the numerous boutiques like *À la Mère de Famille*, Paris' first sweets shop.

Discover **Opera Garnier** at your **own pace**. It is probably the most famous Opera house in the world, and known to be the inspiration for Leroux's "The Phantom of the Opera". (**non-guided**)

Have lunch on your own.

Discover **Quartier Montmartre**, "La Butte", with your **Tour Director**, it was and still is the source of inspiration to many artists such as Pissarro and Delacroix. Enter **Sacré Coeur Basilica** to admire its mosaic interior, take a selfie at the Wall of Love, and spend time in the always lively Place du Tertre.

Enjoy dinner with your group in a local restaurant.

Overnight accommodation in Paris.

DAY 5:PARIS - ORLEANS Exchange Program Begins

Monday 19-Feb-2024



Enjoy breakfast at the hotel with your group.

Say a fond *Au Revoir* to your **Prometour Tour Director** and continue on to the next part of your trip.

Transfer by **motor coach** from the **hotel** to your **exchange partner school**.

Your **host family** will **welcome you at the school** and take you to their home to settle in.

Get to know your host family over dinner followed by overnight accommodation

New Fairfield High School will organize the program in Orleans. Meals, activities & associated transportation costs are not included in your Prometour cost (unless otherwise mentioned)

*Lycee Saint Charles
31 Avenue Saint Fiacre, 45100 Orleans
Tel: 011 33 2 38 51 98 00
www.stcharles-orleans.com*

DAY 6 & DAY 7: ORLEANS

Tuesday 20-Feb-2024
Wednesday 21-Feb-2024

Enjoy breakfast with your host family.

Spend the day with your host family.

Dinner and overnight accommodation with your host family.



DAY 8:ORLEANS Chartres

Thursday 22-Feb-2024



Enjoy breakfast with your host family.

Board your **motor coach** and travel to **Chartres**, most known for its massive Gothic cathedral.

Meet your **local guide** for a **walking tour of Chartres** including the **Cathedral**. A UNESCO World Heritage Site, the Cathedral is a still place of historical and religious significance for Christian pilgrims.

Have lunch on your own.

Have time to explore the **local shops of Chartres** at your **own pace**, there is always something to look at in this charming town.

Board your **motor coach** and return to **Orleans**.

Return to your host family for dinner and overnight accommodation.

DAY 9:ORLEANS Loire Valley

Friday 23-Feb-2024



Enjoy breakfast with your host family.

Meet your **local guide** for today's **Loire Valley** excursion.

Board your **motor coach** and travel to **Chambord**, though it is the largest château of the Loire Valley, the town itself has a population of less than 100.

With your **visioguide (tablet)** in hand, enter the royal **Château de Chambord**, one of the most recognizable châteaux in the world due to its very distinctive French Renaissance architecture.

Board your motor coach and continue on to **Amboise**, a small market town.

Have lunch on your own.

Have a **guided tour** of **Clos Lucé**, the former residence of Leonardo Da Vinci containing a collection of some of his marvelous inventions and works.

Board your **motor coach** and return to **Orleans**.

Return to your host family for dinner and overnight accommodation.

DAY 10:ORLEANS - PARIS - RETURN HOME Exchange Program Ends

Saturday 24-Feb-2024



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Enjoy breakfast with your host family.

Say a fond *merci* to your host family and be sure to take lots of photos to show back home.

Transfer by **motor coach** from your **exchange partner school** to **Paris airport**.

Board your **flight** from **Paris** and begin the journey back home.

PRICE PER PERSON SHEET

This is a privately operated tour - you will not be combined with another group

Student Price Per Person

20 participants + 2 free **3 090 USD**
20 participants + 3 free **3 190 USD**

18 to 19 participants + 2 free **3 190 USD**
18 to 19 participants + 3 free **3 290 USD**

16 to 17 participants + 2 free **3 290 USD**

14 to 15 participants + 2 free **3 390 USD**

12 to 13 participants + 2 free **3 590 USD**

SUPPLEMENTS

Adult Insurance Premium \$ 15 per day, per person
Adult Activity Supplement \$ 15 per day, per person
Twin Room Supplement \$ 45 per night, per person
Single Room Supplement \$ 90 per night, per person

This trip is quoted as a student tour, prices are subject to increase if number of adults exceeds 30% of group size

PAYMENT SCHEDULE

Based on Dates of Travel

30-Jun-2023 \$ 500 pp
15-Aug-2023 \$ 1000 pp
30-Sep-2023 \$ 1000 pp
15-Nov-2023 Balance (determined by final group size)

Monthly installments available at time of online registration.

Please check with your credit card company and/or financial institution for any extra applicable fees.

PRICE INCLUDES

PROMETOUR PEACE OF MIND PROGRAM

**Please refer to complete policy for all insurance details*

StudentGroup Insurance Program covering group dates of travel

Coverage includes:

Trip Cancellation, Interruption, and Delay

Missed Connection

Emergency Accident and Sickness Medical Expense

Emergency Evacuation and Repatriation

Baggage & Personal Effects

Baggage Delay

+ Cancel for Any Reason (CFAR) up to 75% of prepaid, forfeited, non-refundable payments or deposits

Transportation

Round trip airfare* New York / Paris / New York

Motor coach transfer: Paris airport / hotel

Motor coach transfer: Paris hotel / Orleans

Motor coach transfer: Orleans / Paris airport

Full-day motor coach service x 2

Public transportation tickets as required by program

Hotel Accommodation

3 nights' accommodation at a quality hotel in Paris

3-star standard, conveniently located

Students: 3 (& 4) per room, by gender, single beds not guaranteed

Group Leader: single room guaranteed

PRICE DOES NOT INCLUDE

Airline baggage charges according to their policies

Motor coach transfer: USA School / Airport / USA School

Meals that are not indicated in the daily program

Service of a hotel night hall monitor

Associated costs for the Orleans program (organized by New Fairfield High School)

Tips, these are standard guidelines

Tour Director: \$6 per day, per person

Bus Drivers: \$3 per day, per person

Personal spending money

Costs associated with travel documents, visas, medical testing, vaccinations, or other as required by your destination(s) or home country

Costs associated with changes to itinerary due to unforeseen circumstances including but not limited to: pandemics, epidemics, natural disasters, or other

Any applicable Prometour processing fees (\$45)

Chaperones: 2 per room, by gender, single beds guaranteed

Meals

3 Breakfasts / 3 Dinners

Restaurant meals are group menu with 1 non-alcoholic beverage
+ vegetarian option

Activities/ Sightseeing

All aforementioned visits, activities, tours and admissions

Tour Guides

Service of a bilingual French Tour Director while in Paris

Service of a bilingual French local guide for Loire Valley excursion day

Local city / activity guides as indicated in the program

Complimentary Trips

As indicated in the above price grid

Based on full paying participants

Other

Applicable service fees, taxes and FICAV contribution

NOTES

*AIRLINE FUEL SURCHARGE (already included in these prices): Airlines have the legal right to impose fuel surcharges to tickets even after bookings have been made. Departure taxes and airline fuel surcharges at time of this quote = \$550

*Flights can only be researched and booked within 11-months prior to return date and confirmed once the 1st deposits are received. Flight times are subject to airline-imposed schedule changes outside of Prométour's control. Direct flights are not guaranteed.

The final itinerary may differ from this version. When a scheduled activity or tourist site is not possible, Prométour will make every effort to minimize inconvenience by adjusting the itinerary or replacing the item with a suitable alternative.

Special requests such as: specific hotels, restaurants, activities, Tour Director, daily scheduling etc. are subject to availability.

Prométour reserves the right to alter your itinerary before or during your tour for reasons including but not limited to: severe weather conditions, government restrictions, holidays, special events, or other unforeseen circumstances.

Prométour's Green Initiative!

Prométour's target is to be a 100% carbon neutral company. Complimentary CO2 offsetting is included on all tours with bus or air transportation.

EXCHANGE RATE Prométour has quoted this package at an exchange of 1 EUR = 1.10 USD

Useful Information / Documents

[TERMS & CONDITIONS](#)

[PROTECTION PLAN / PEACE OF MIND 2020](#)

Prométour Educational Tours

339 rue Saint-Paul East, Montreal, Quebec, H2Y 1H3, Canada

www.prometour.com

info@prometour.com

USA: 1-800-304-9446 / CAN: 1-800-657-7754



Students

Foreign Exchange Students

The Board encourages international studies. To that end, it allows foreign exchange students on one year J-I visas, who are residing with families in New Fairfield to enroll on a non-tuition basis in the local schools. Students who apply must not have the equivalent of a high school diploma from a foreign school system. Students who are accepted and placed in grade 12 will only receive a Certificate of Attendance. Further, they must meet those criteria established by the administration in the areas of language competency, residency, and deportment. Only foreign exchange students sponsored by organizations screened by the administration will be accepted. The Principal will have ultimate discretion regarding the admission of foreign exchange students.

Students entering the United States on F-I visas, may enter the local school system, only upon payment of the full, unsubsidized public education costs before entering the United States. Further, students on F-I visas may remain in the United States for no more than twelve (12) months. The local district is prohibited by law, from waiving the tuition fee of students on F-I visas.

The Board of Education has ultimate authority over students with F-1 visas.

Exchange students must comply with immunization requirements set forth in state law. Once admitted, exchange students become subject to all District policies and regulations governing students.

Exchange students will be encouraged to participate in all student activities and will be eligible to participate in interscholastic athletics, provided academic requirements and Connecticut Interscholastic Athletic Conference (CIAC) criteria are met.

Legal Reference: Illegal Immigration Reform and Immigration Responsibility Act of 1996

Connecticut General Statutes

10-27 International studies, exchange programs. Advisory committee.
(amended by PA 04-153, An Act Encouraging International Students Programs)

Policy adopted: February 7, 2002
Policy revised: June 16, 2005

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Students

Foreign Exchange Students

In order for a foreign exchange student to be eligible for enrollment in the New Fairfield Public Schools, the following criteria must be met:

- A. The student may not be a graduate of the school system in the country in which he/she is a native.
- B. The student must be sufficiently fluent in English so that he/she would not require any special services such as ESL.
- C. The application for admission must be reviewed by the appropriate school administrator before July 1 of the school year for which the student wishes to enroll.
- D. The school must have room for the student and be able to accommodate him/her without incurring additional costs or burden.
- E. The student may not be enrolled more than one year.
- F. The student is not eligible to receive a diploma but can receive a Certificate of Attendance.
- G. The student may be eligible to play sports if he/she meets the CIAC criteria.
- H. If the student is not participating in and attending the school program or is disruptive to the smooth and efficient operation of the school, the student may be disenrolled.
- I. This program is designed for foreign students who enter the country on one-year J-I visas through established exchange programs such as Youth for Understanding, American Field Service and Rotary.

Note: Students entering the United States on F-I visas may attend schools in the district only upon full payment of tuition before entering the United States. This tuition fee may not be waived due to federal legislation.

Regulation approved:
Regulation reapproved:

February 7, 2002
June 16, 2005

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Instruction

Travel and Exchange Programs

Foreign Exchange Students Attending New Fairfield Schools

The Board of Education recognizes the value of a foreign exchange for students. This unique opportunity to experience the culture of another country can be an effective and memorable learning experience for a student.

In order to insure that students coming into the local school system from another country have a positive experience, as a foreign exchange student, the following guidelines will be distributed to all concerned sponsoring agencies and families.

1. The Board of Education reserves the right to determine, on an individual basis, if a foreign exchange student may or may not attend public school.
2. Advance notice must be provided to the school prior to the finalization of arrangements to accept an exchange student. Exchange organizations sponsoring students must be approved by the Council on Standards for International Educational Travel and/or the National Association for Secondary School Principals.
3. The decision to accept a foreign exchange student into a district public school shall rest with the building principal who will take into account such factors as space, appropriateness of placement, etc. (cf. 5111 - Admission/Placement). Exchange organizations sponsoring students must be approved by the Council on Standards for International Educational Travel and/or the National Association for Secondary School Principals.
4. It is understood that foreign exchange students shall not be eligible for a district high school diploma, but may be given a certificate of attendance for the period of time in their district and may participate in graduation ceremonies if appropriate.
5. Agencies, groups and/or families sponsoring foreign exchange students in town should submit health and educational records to the school they would like the student to attend as early as possible. These records will be a factor in the decision regarding attendance.
6. The name and telephone number of the sponsoring agency/representative must be on file in the school before the school year begins.
7. All living arrangements for foreign exchange students are the responsibility of the sponsoring agency and families. This includes changes in living arrangements after the student has arrived and throughout his/her stay. Neither the Board of Education nor any of its employees will assume responsibility in this area.
8. Foreign exchange students are subject to the same academic and behavioral standards as all other students while enrolled in district schools.

Instruction

Travel and Exchange Programs

Foreign Exchange Students Attending New Fairfield Schools (continued)

9. The Board of Education will provide the most appropriate program available for each foreign exchange student, but should not be expected to offer English As A Second Language services.
10. No foreign exchange student will be accepted who has already completed secondary education.

District Students Participating in Foreign Exchange Programs

Any district student, planning on going to a foreign country as an exchange student, shall, prior to leaving, request permission from the school principal to have course work completed in the foreign country applied to his/her high school educational record. The Principal shall notify the Board of Education of his/her decision.

If permission is granted, the following guidelines shall apply:

1. If an English speaking student attends school in a non-English speaking country for a school term, upon return from that country, a student may apply to the high school principal to discuss the awarding of credits. Students who wish to earn credits should prepare a portfolio of completed work for each course. Credits awarded will denote "P" for pass, not a letter grade. The student may be required to demonstrate knowledge learned through district assessments. The decision of the high school principal in such cases shall be final.
2. If a student attends school in an English speaking country, the student must present a transcript from the school upon his/her return. The transcript will be evaluated in terms of credit to be granted by the high school principal. The decision of the high school principal in such cases shall be final.

Students who do not bring a transcript with them at the time they register for their courses upon their return will resume their education at the grade level/graduation requirement status at which they were on their departure.

(cf. 6146 - Graduation Requirements)

Policy adopted: January 5, 2006
Policy readopted: November 6, 2008

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Instruction

Field Trips

To the extent the budgetary resources permit, the Board of Education encourages and sanctions student trips or other out-of-district school activities, including participation in interscholastic events, community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his/her school program to enable him/her to participate and shall be counseled as to his/her obligations in fulfilling them. The administration may place restrictions upon a student's participation when in the staff's judgment his/her welfare requires it.

Cancellation Policy

In case of an emergency or an unanticipated danger, the Board reserves the right to cancel, modify, or shorten any field trip before and during the trip. Parents/guardians are responsible for obtaining trip cancellation insurance if desired. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

Policy adopted: June 3, 2004
 Policy readopted: April 10, 2007
 Policy adopted: November 6, 2008
 Policy revised: May 5, 2016

NEW FAIRFIELD PUBLIC SCHOOLS
 New Fairfield, Connecticut

Instruction

Field Trips

Field trips are valuable educational activities which enhance classroom learning.

Approval

All field trips require approval by the Superintendent of Schools or designee. All requests should be submitted for review as soon as plans have been made and no later than four (4) weeks prior to the scheduled trip.

All out of country trips require approval by the Superintendent of Schools and the Board of Education.

Principals should keep current records of such requests, and if they don't receive approvals from the Superintendent of Schools two (2) weeks before the trip is scheduled they should call the central office.

In no situation should field trips take place unless the requisite approval has been obtained beforehand.

School Sponsored Trips

Principals should review staff members' field trip requests as they relate to Board policy and the current budget. Principals may consult with the Superintendent of Schools, or his designee, as necessary.

Copies of the field trip request forms are to be distributed as follows:

- I. the school office file;
- II. the Business Manager/Accounting Supervisor (or the Superintendent of Schools or designee for approval if the field trip is overnight or involves private vehicles).

Field Trip Procedures

I. Pre-Planning:

A. Notification:

1. The teacher-sponsor should check with the Principal before involving students and/or parents in planning.
2. Where student contributions are requested, the teacher-sponsor shall present a proposal indicating fund sources or fundraising activities planned, to provide for students unable to meet costs.

Instruction

Field Trips (continued)

Procedures (continued)

B. Knowledge of Location to Be Visited:

1. The teacher-sponsor should visit (ideal) or be familiar with the site of the trip before the trip is taken.
2. If the teacher-sponsor is unable to comply with item #1, he/she should consult with other staff members who have visited the field trip location to obtain specific information about its educational value for students of the participating grade level.

C. Statement of Purpose:

1. Written trip objectives of the trip and its relationship to curriculum should be submitted to the Principal by the teacher-sponsor; if chiefly for enrichment, it should be presented as an enrichment activity;
2. The Principal will review the statement of purpose before recommending the trip to the Superintendent, or designee, for approval.

D. Safety Provisions:

1. Knowledge of Possible Hazards:

- a. The teacher-sponsor must be reasonably aware of possible hazards to the safety of trip participants and inform the Principal of such hazards.
- b. Undue hazards shall be pointed out to parents and to participants prior to the trip so reasonable precautions can be taken to avoid accidents and student injury.
- c. Potentially hazardous activities (including skiing, mountain climbing, scuba diving, etc.) may require special insurance arrangements. In case of doubt, the Principal should review planned activities with the Superintendent of Schools.

2. Knowledge of Students' Medical Problems:

- a. Teachers and the nurse should be aware of special medical problems, allergies, handicaps, special prescriptions, etc. of student trip participants.
- b. Teachers should plan emergency measures to be taken if a medical emergency arises.

Instruction

Field Trips (continued)

Procedures (continued)

3. **Transportation:**

- a. Ordinarily, the Principal or his/her designee will make travel arrangements when the regular school bus carrier is involved.
- b. It is strongly recommended that school buses, charter, or some other form of public carrier should be considered for transportation since vehicles of this type will have ample insurance coverage.
- c. With prior approval of the Superintendent of Schools, or his designee, staff members or volunteer parents may use their personal automobiles to provide transportation, however, staff members or volunteers must understand that Board insurance doesn't cover their vehicles. Board insurance assumes liability for damages **beyond** the limits of the policies carried by the owner of private vehicles.
- d. To ensure volunteer coverage under insurance, these volunteers must be classified as "**VOLUNTEER WORKERS**". The Principal shall maintain an official roster of designated volunteers. It is also important that this roster be used regularly for providing transportation services.

E. **Parental Notifications:**

1. Before the student is allowed to participate, permission slips shall be obtained from the parent or guardian of each student participant. Permission slips shall be taken on the trip by the teacher-chaperone, and retained for at least a six-month period after completion of the trip by the Principal. (*system-wide form*)
2. Information given by the teacher on the permission slip shall include: (a) the purpose of the trip, (b) the place to be visited, (c) the date and approximate times of departure from and arrival back to the school, (d) the type of transportation to be used, (e) the total costs, if any, (f) a release to seek emergency medical attention as needed, and (g) any required apparel or equipment needed.

Instruction

Field Trips (continued)

Procedures (continued)

3. The permission slip should request information about any special medical problems, allergies, handicaps, special prescriptions, etc., of which a chaperone should need to be aware.
4. Standard permission slip guides will be available at each school office. Modifications may be made to accommodate special circumstances.
5. Parents/guardians do not waive legal rights for children by signing permission slips.
6. Timely itineraries should be sent to parents for trips out of district/state.

F. Notification to Cafeteria Personnel - If a trip will cause students to miss lunch at school, teacher-sponsors shall notify cafeteria personnel, several days in advance.

G. Preparation of Students:

1. The teacher-sponsor shall acquaint the students with the purpose of the trip and point out what they are to look for;
2. Where possible, the teacher-sponsor shall involve students in the actual planning of the trip;
3. The teacher-sponsor shall inform the students as to what is expected of them in the way of behavior and dress and of what materials they may take with them.

II. Procedures on the Trip

A. Supervision:

1. Teachers, administrators, and other adults acting as chaperones are expected to exercise supervisory responsibilities;
2. Supervisory personnel must be continuously alert to reasonably anticipate possible hazards;
3. Visitor guides, if available and suitable, should be used;
4. Adult chaperones (e.g., other staff personnel, parents, etc.) may accompany the group and should be briefed by the teacher-sponsor as to purposes of the trip, possible hazards, procedures, supervisory responsibilities, etc., and should receive a copy of any written procedures;

Instruction

Field Trips (continued)

Procedures (continued)

5. Per Board policy, **all** "overnight" trips must be approved by the Superintendent of Schools prior to the trip. In those cases, the names **and** ages of all chaperones must accompany the request for approval submitted to the Superintendent of Schools;
6. The following ratios are suggested as to approximate proportion of adult chaperones (inclusive of the teacher-sponsor) to students in terms of grade level, and depending upon the activity and other circumstances, may be changed on the authority of the Superintendent of Schools:

Adults	Students
K-3	One : Five
4-6	One : Eight
7-8	One : Ten
9-12	One : Fifteen

Names of chaperones will be placed on record in the Principal's office prior to the trip.

7. Chaperones will be apprised of their responsibilities by the teacher in charge.
8. Students will be informed of their obligation to adhere to the directions of the "teacher in charge" and chaperones.
9. Students will demonstrate equal respect for the teacher in charge and for adults serving as chaperones. Students not displaying such deportment will be reported to the Principal by the teacher in charge subsequent to return from the field trip. The Principal will take disciplinary measures as he/she deems appropriate.
10. The teacher-sponsor must notify the Principal if students are to be delayed or if the itinerary is substantially changed for extended trips.
11. Should accidents or medical emergencies occur, the teacher must immediately notify the Principal. Parents will be contacted if the situation warrants.

Instruction

Field Trips (continued)

Procedures (continued)

B. Group and Individual Activities on the Trip:

1. Adequate time should be allowed for lunch (or dinner) during the field trip.
2. Time should be allowed for toilet and washroom purposes.
3. Since the students are under the authority and responsibility of the school until they return to the school, each student shall be expected to remain with the group until return to the school.

C. Educational Activities:

1. Every effort shall be made to ensure optimal learning by students on the trip.
2. If feasible, students shall be given the opportunity to collect other information not necessarily related to the stated purposes of the trip but educationally valuable.

D. Adult Behavior

1. Adults, teachers, and chaperones shall, at all times, conduct themselves in such a way as to demonstrate the best example to students.
2. Ordinarily, adults shall stay with the group at all times.
3. Smoking, use of alcoholic beverages, or any illicit substance is prohibited during the field trip. The prohibition extends to all students, teacher-sponsor, and chaperones.

E. Student Behavior – Regular school behavior policies are in effect.

III. Follow-up Activities:

A. Reports:

1. As soon as possible after the trip, the teacher-sponsor shall make a written report to the Principal.
2. If an accident or medical emergency has occurred during the trip, the teacher-sponsor shall immediately furnish the Principal with complete written details as to apparent cause and effects and as to what actions were taken by teacher-sponsor.

Instruction

Field Trips (continued)

Procedures (continued)

B. Educational:

1. At the first opportunity, the teacher-sponsor shall review the stated purposes of the trip and observations made on the trip with the group. A brief written evaluation shall be submitted to the Principal.
2. If practicable, a written or audio-visual report should be prepared by students as a language arts class project. The teacher's assessment of the activity will accompany the report.
3. Appropriate expressions of appreciation to those who hosted the group during the field trip are encouraged.
4. The teacher-sponsor shall guide the group through a variety of suitable follow-up activities leading to additional learning as an outcome of the trip or as an introduction to other learning.

IV. Non-School Sponsored Trips:

The Board of Education **will not** accept responsibility for trips not authorized by the Superintendent of Schools/Board of Education. Non-school sponsored trips planned for profit by staff members may not occur on school time and, therefore, are not to be planned on school time. ("Profit" is defined as monetary gain in excess of expenses.) The facilities of the schools may **not** be used in planning such trips. Letters to parents, directions, or other communications may not be duplicated on school equipment or distributed at schools.

Regulation approved: April 10, 2007
 Regulation reapproved: November 6, 2008
 Regulation reapproved: May 5, 2016

NEW FAIRFIELD PUBLIC SCHOOLS
 New Fairfield, Connecticut

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

CODE OF BEHAVIOR FOR OVERNIGHT FIELD TRIPS

We ask all participants to bear in mind that _____ is only _____ days in duration. Consequently, it is absolutely necessary to take advantage of every moment. To accomplish this, all of the following regulations must be observed during your trip to _____.

1. You will be representing your school, your community, and yourself in _____. We expect your behavior and dress to be appropriate at all times.
2. While in _____, you will be the responsibility of the _____ staff. Unless otherwise provided for, no student is permitted to leave _____ activity without proper chaperone supervision.
3. POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS IS ABSOLUTELY FORBIDDEN.
4. STUDENTS ARE EXPECTED TO COOPERATE FULLY WITH THE STAFF AT ALL TIMES.
5. Alert the chaperones of any unique medical problem that the chaperone should be aware of.
6. Parental permission to attend the trip and to authorize emergency medical treatment is required.

Infractions of these regulations may result in the immediate dismissal of the student from the program. In this case, the student's school and parents will be notified, and the student will return home at his/her own expense and with no refund of the full program price.

These regulations will be strictly enforced. Any student who feels strongly that they are too restrictive is advised not to participate in _____.

Advisor _____

New Fairfield High School Principal _____

Student's Name _____
(Please print)

Student's Signature _____ Date _____

Parent's/Guardian's Name _____
(Please print)

Parent's/Guardian's Signature _____ Date _____

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Field Trip Permission Slip

My son/daughter _____
Student's Name (Please print) *Grade*
has my permission to attend _____ at _____
Field Trip *Specific Destination*
on _____, from _____ to _____
Date *Approximate Times* *Cost*

Teacher(s) In Charge _____ Transportation _____

Emergency Contact _____ Phone No. _____

Parent's/Guardian's Name *(Please Print)* _____ Work Phone _____ Home Phone _____

- **Insurance:** My son/daughter is covered for injury under an effective insurance policy with: _____ (I.D.#) _____

- **EMERGENCY MEDICAL AUTHORIZATION**

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) administration of any treatment deemed necessary by the doctor or dentist named below, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery, if at all possible.

Doctor: _____ Phone () _____
Dentist: _____ Phone () _____

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairment to which a physician should be alerted are:

Prescription Medication:

- **Day Trips:** Prescription medication will be dispensed by the teacher as per the Medication Authorization Form on file at school.
- **Overnight Trips:** If prescription medication or over-the-counter medication (not listed below) is to be taken, the Authorization for the Administration of Medicines by School Personnel must be completed. It is available in the nurse's office.

Non-Prescription Medications: Please check those medications you will be willing to authorize the designated teacher to administer to your child, if necessary.

<input type="checkbox"/> Acetaminophen (generic Tylenol)	<input type="checkbox"/> Antacid	<input type="checkbox"/> Decongestant
<input type="checkbox"/> Ibuprofen (generic Advil)	<input type="checkbox"/> Benadryl/Zyrtec	(14 years of age & older)

I agree that the foregoing information is correct and complete, and I agree to its implementation.

Signature of Parent/Guardian: _____ Date: _____

Important Cancellation Agreement: *In case of an emergency or an unanticipated danger, the Board reserves the right to cancel, modify, or shorten any field trip before, during, or after it has begun. Parents/guardians are responsible for obtaining trip cancellation insurance if desired. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances. While field trips are related to curriculum, there is no requirement to participate, and non-participation will not impact your child's grade.*

Note: Failure to complete this form in its entirety will preclude your child from eligibility to attend the applicable activity.

**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES
BY SCHOOL PERSONNEL**

The Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a nurse to administer medications, or in her absence, the principal or teacher designated to administer medications. Medications must be in pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, time of administration, physician's or dentist's name and date of original prescription.

PHYSICIAN OR DENTIST'S ORDER

Name of Child _____ Date _____
(Please print)

Date of Birth _____

Condition for which drug is being administered during school hours _____

DRUG: name, dose and method of administration _____

Time of administration _____

Medication shall be administered from _____ to _____
(Date) *(Date)*

Relevant side effects to be observed, if any _____

If there are side effects, plan for management _____

Is this a controlled drug? _____ If yes, DEA number _____

Physician's/Dentist's Name _____ Tel. _____
(Please print)

Address _____

Physician or Dentist's Signature _____ Date _____

Nurse/Principal/Teacher _____ Date _____

AUTHORIZATION FOR SELF-ADMINISTRATION

Students will be allowed to self-administer medications only when the health problem could be life-threatening and there is a written order from a licensed physician for self with written authorization of the parent or guardian of the child requesting self-administration.

If child is to self-administer his/her own medication, please indicate that you feel the child is capable of self-administration of medication.

Physician's Signature _____ Date _____

Parent or Guardian's Signature _____ Date _____

Nurse/Principal/Teacher Signature _____ Date _____

AUTHORIZATION BY PARENT/GUARDIAN FOR THE ADMINISTRATION OF THE ABOVE MEDICATION BY SCHOOL PERSONNEL:

Date: _____

To School Personnel:

I hereby request that the above medication, ordered by the physician/dentist for my child _____ be administered by school personnel. I understand that I must supply the school with the prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than a 45 school day supply of said medication.

I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

Name: _____
(Please print)

Signature: _____ Relationship to child: _____

Address: _____ Telephone: _____

Personnel – Certified/Non-Certified

Rights, Responsibilities and Duties

Social Media

The New Fairfield Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

1. interferes, disrupts or undermines the effective operation of the school district;
2. is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3. creates a hostile work environment;
4. breaches confidentiality obligations of school district employees; or
5. violates the law, Board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References: Connecticut General Statutes
 31-48d Employees engaged in electronic monitoring required to give prior notice to employees
 31-51q Liability of employers for discipline or discharge of employee or account of employee’s exercise of certain constitutional rights
 53a-182 Obstructing free passage: Class C misdemeanor
 53a-183 Harassment in the second degree: Class C misdemeanor
 53a-182b Harassment in the first degree.
 53a-250 Definitions
 U.S. Constitution, Amend. I
 Connecticut Constitution, Article I, Sections 3,4,14
 Electronic Communication Privacy Act, 28 U.S.C. §§2510 through 2520

Policy adopted: April 6, 2023

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Personnel – Certified/Non-Certified

Rights, Responsibilities and Duties

Social Media

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Ordinarily, the use of social media by employees, including employees’ personal online accounts, will not be a legal or policy issue. While a policy or regulation cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

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3. creates a hostile work environment;
4. breaches confidentiality obligations of school district employees; or
5. violates the law, Board policies and/or other school rules and regulations.

Definitions:

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

Thus, the term **Social Media** includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes, but is not limited to, the following websites or applications, including an employee’s personal online account using such social media:

1. social-networking;
2. blogs and micro-blogs;
3. content-sharing;
4. image sharing, video sharing or livestreaming;
5. other sharing sites or apps such as by sound, location, news, or messaging, etc.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Personnel – Certified/Non-Certified

Social Media (continued)

Electronic communications device includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless telephone.

Personal online account includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to electronic mail, social media and retail-based Internet websites. Personal online account does not include any account created, maintained, used or accessed by an employee for a business, educational or instructional purpose of the Board.

Rules Concerning District-Sponsored Social Media Activity

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the prior permission of his/her building Administrator.
2. Employees may not use personal online accounts to access social media for classroom activities without express permission of the employee's building Administrator. Where appropriate and with permission, district-sponsored social media accounts should be used for such purposes.
3. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must receive the permission of his/her immediate supervisor.
 - The employee must not use his/her personal online account for such purpose, but shall use his/her Board-issued account.
 - The employee must ensure that such social media use is compliant with all Board of Education policies, regulations, and applicable state and federal ~~= (delete period) laws, including the provision of required legal notices and permission slips to parents.~~
 - ~~Law, including the provision of required legal notices and permission slips to parents.~~
 - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).
 - Parents shall be permitted to access any page that their child has been invited to join.
 - Access to the page may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the page will monitor it regularly.
 - The employee's building Administrator shall be permitted access to any page established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.

Personnel – Certified/Non-Certified

Social Media (continued)

4. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications using district-sponsored sites or accounts or through Board-issued electronic accounts.
5. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of electronic communications devices, networks, Board-issued accounts, or when accessing district-sponsored social media sites or while using personal devices on the district's wireless network or while accessing district servers.
6. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using district electronic communications devices.
7. All communications through district-sponsored social media or Board-issued electronic accounts must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her building Administrator prior to communicating such information.
8. An employee may not link a district-sponsored social media page to any personal online account or sites not sponsored by the school district.
9. An employee may not use district-sponsored social media or Board-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
10. An employee may not use district-sponsored social media or Board-issued electronic accounts in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Rules Concerning Personal Online Accounts

1. The Board understands that employees utilize social media and the web for personal matters in the workplace. The Board of Education reserves the right to monitor all employee use of district electronic communications devices, including a review of online and personal social media activities. An employee should have no expectation of personal privacy in any personal communication made through social media while using district computers, district-issued cellular telephones or other electronic communications devices. While the Board reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity, and does not violate other Board policies.

Personnel – Certified/Non-Certified

Social Media

Rules Concerning Personal Online Accounts (continued)

2. An employee may not mention, discuss, reference or link to the Board of Education, the school district or its individual schools, programs or teams using personal online accounts or other sites or applications in a manner that could reasonably be construed as an official school district communication, unless the employee also states within the communication that such communication is the personal view of the employee of the school district and that the views expressed are the employee's alone and do not represent the views of the school district or the Board of Education. An example of such a disclaimer is: "the opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education." For example, except as may be permitted by Board policy, employees may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board of Education.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated online relationship (e.g., relative), it is not appropriate for a teacher or administrator to "friend" or communicate with a student ~~or his/her parent or guardian~~ or otherwise establish special relationships with selected students through personal online accounts, and it is not appropriate for an employee to give students ~~or parents~~ access to personal postings unrelated to school. Texting through personal cell phone or communicating through any non-district channel is prohibited.
4. In accordance with the public trust doctrine, employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal online accounts. Such communications reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
5. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents or others, and any individual that views an employee's communication through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.

Personnel – Certified/Non-Certified

Social Media

Rules Concerning Personal Online Accounts (continued)

6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of electronic communications devices when accessing personal online accounts and/or social media through district computer systems. Any access to personal online accounts and/or personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
7. All communications through personal online accounts and/or social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her building Administrator prior to communicating such information.
8. An employee may not post official Board of Education material using a personal online account without written permission of his/her building Administrator.
9. All of the Board of Education's policies and administrative regulations apply to employee use of personal online accounts in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

Access to Personal Online Accounts

1. An employee may not be required by his/her building Administrator to provide his/her username, password, or other means of authentication of a personal online account.
2. An employee may not be required to authenticate or access a personal online account in the presence of his/her building Administrator.
3. An employee may not be required to invite or accept an invitation from his/her building Administrator or required to join a group with the employee's personal online account.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

An employee may face disciplinary action up to and including termination of employment if an employee transmits, without the Board's permission, confidential information to or from the employee's personal online account.

Personnel – Certified/Non-Certified

Social Media

Disciplinary Consequences (continued)

An employee may not be disciplined for failing to provide his/her username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of his/her building Administrator or failing to invite his/her building Administrator or refusing to accept an invitation sent by his/her building Administrator to join a group affiliated with a personal online account, except as provided herein.

Notwithstanding, the Board may require that an employee provide his/her username, password or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by the Board for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by the Board.

Nothing in this policy or regulation shall prevent the district from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account or based on specific information about the transfer of confidential information to or from an employee's personal online account. During the course of such investigation, the district may require an employee to allow the district to access his or her personal online account for the purpose of conducting such investigation. However, the employee will not be required to provide his/her username and/or password or other authentication means in order for the district to access the personal online account.

Legal References: Connecticut General Statutes
 31-48d Employees engaged in electronic monitoring required to give prior notice to employees
 31-51q Liability of employers for discipline or discharge of employee or account of employee's exercise of certain constitutional rights
 53a-182 Obstructing free passage: Class C misdemeanor
 53a-183 Harassment in the second degree: Class C misdemeanor
 53a-182b Harassment in the first degree.
 53a-250 Definitions
 U.S. Constitution, Amend. I
 Connecticut Constitution, Article I, Sections 3,4,14
 Electronic Communication Privacy Act, 28 U.S.C. §§2510 through 2520

Regulation approved: April 6, 2023

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

AGREEMENT

THIS AGREEMENT between the BOARD OF EDUCATION OF THE TOWN OF SHERMAN in the County of Fairfield and State of Connecticut (hereinafter referred to as "Sherman Board"), and the BOARD OF EDUCATION OF THE TOWN OF NEW FAIRFIELD, in the County of Fairfield and State of Connecticut (hereinafter referred to as "New Fairfield Board").

WITNESSETH

WHEREAS, the Town of Sherman does not maintain a High School, and has for a period of time sent its students in the ninth, tenth, eleventh, and twelfth grades, hereinafter called "High School Students", to the Town of New Fairfield, upon payment of tuition; and

WHEREAS, the New Fairfield Board and the Sherman Board desire to enter into a similar agreement for the purpose of providing an educational program for public high school students of the Town of Sherman pursuant to the provisions of 10-35 of the Connecticut General Statutes.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

- 1) The New Fairfield Board agrees to accept such High School Students from the Town of Sherman, to include exceptional children, as shall meet the same mental, physical, and disciplinary standards required of New Fairfield students at its High School, for one (1) year commencing with the school year **July 1, 2023 and ending June 30, 2024**. The Sherman Board of Education agrees to notify the New Fairfield Public School System on **March 15** of the names of those students then resident in the Town of Sherman who intend to be enrolled at New Fairfield High School for the following academic year and the New Fairfield Board need only accept those students for whom timely notification has been received.
- 2) The Sherman Board agrees to pay a fixed rate tuition for each High School student enrolled as follows: **\$15,700 for the 2023-2024** school year.

(a) "High School Operating Expense" defined:

High School Operating Expenses shall include all expenses directly attributable to high school programs and services, including instructional costs, health services, field trips, plant operation and maintenance, student activities, capital outlay, the per-pupil share of expenses for general control and for the administrative and special services staff of the New Fairfield Central Office, system-wide plant operation and maintenance, transportation, debt ratio, and fixed charges applicable to personnel working in those departments.

(b) "Transportation" defined:

Transportation is defined as morning pick up, at a designated time, at the Sherman School to New Fairfield High School and returning to the Sherman School from New Fairfield High School at the end of the scheduled school day.

(c) Computation and Billing:

The Sherman Board shall be billed four times each year on **September 1, December 1, March 1, and June 1** and shall pay such bills within thirty (30) days after the bill is received by the Sherman Board. If a Sherman student is a member of the New Fairfield High School for a full year, then the Sherman Board shall be billed for a full year's tuition. If a Sherman student is a

member of the New Fairfield High School for a partial year, then Sherman shall be billed on a pro rata basis. Thereafter, unpaid bills will accrue interest at the rate of 1% per month that the bills remain unpaid. If any fee is disputed, the Superintendents of both towns will meet to review and mediate the dispute.

- 3) The Parties agree that Sherman will pay to New Fairfield an additional fixed rate supplement to the basic tuition for any Sherman student identified as eligible for services under the Individuals with Disabilities Act 20, U.S.C. 1400 et seq. and Conn. Gen. Stat. 10-76a et. Seq. The special education supplement to the tuition shall be as follows for the duration of this Agreement: **\$3,035 for the 2023-2024** school year.

(a) "Exceptional Student" defined:

An Exceptional Student is defined as a student whose educational program is eligible for State reimbursement under the Special Education Laws of the State of Connecticut.

The Parties further agree that Sherman is solely responsible for whatever additional costs may be incurred for the evaluation, identification and education of such exceptional students, including but not limited to the costs of out-of-district placements, additional one-to-one staff or service providers, consultants, extended school year programs, evaluations or accommodations, including assistive technology devices. Sherman shall also pay whatever such additional costs as may be incurred for the evaluation, identification, and education of students, who although not identified as exceptional students, have been found eligible for accommodations and or modifications under Section 504 of the Rehabilitation Act. Notwithstanding any other provisions of this Agreement, New Fairfield shall not be required to implement unique special education, or general education, programs in order to service the education of students, including exceptional students.

- 4) The Sherman Board agrees to make its personnel available without charge to participate in Planning and Placement Team (PPT) meetings and to testify at Board, State Board of Education, or court proceedings relating to exceptional students who reside in the Town of Sherman and attend New Fairfield High School or such students who are being considered for exceptional student classification.
- 5) Foreign exchange students residing in Sherman and attending New Fairfield High School on a full-time basis shall be considered tuition students.
- 6) The New Fairfield Board of Education agrees to provide the Sherman Board of Education with student performance data in electronic format. Data will be exported into an excel spreadsheet from the student information system software used by New Fairfield High School. Data will include standardized test results and student academic achievement reports for the midyear and final report cards. Academic achievement reports will include for each student: name and year (fr, so, jr, sr); course name and level; quarterly grades attained and final averages. Academic achievement reports will be provided by **February 28th** for first semester courses and by **July 15th** for second semester courses. Standardized test scores will be reported within 15 days after having been received by New Fairfield High School.
- 7) Notwithstanding anything herein contained to the contrary, the responsibility of the New Fairfield Board under the provisions of this contract shall be limited to providing a course of instruction within the confines of the High School or any adjunct thereto, and said New Fairfield Board shall not be responsible for any course of instruction or treatment rendered to students elsewhere.

- 8) It is understood and agreed that in the event that either party shall be unable to perform its obligations under this contract because of any act of God, war, national emergency, requirements of applicable law or regulations, or any similar event beyond the control of such party, performance under this contract will be excused to the extent of such inability.
- 9) Either Board of Education may terminate this Agreement by providing written notification to the other party no later than **January 1st** of any year of the contract.
- 10) In the event that a change in the laws of the State of Connecticut substantially affects the rights and obligations of either or both of the parties under any provision or provisions of this Agreement, either party may request an amendment of the provision or provisions of the Agreement so affected.
- 11) Should this Agreement terminate by expiration or pursuant to Paragraph (8) of this Agreement, any and all Sherman high school students who are students at New Fairfield High School at the time of such termination shall be allowed to complete their high school education at New Fairfield High School on the same terms and conditions as provided herein.
- 12) Students must abide by all regulations of the New Fairfield Public Schools as determined by the Board of Education, administration, and staff of the New Fairfield Public Schools.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seal this 7th day of June 2023.

FOR THE BOARD OF EDUCATION OF THE TOWN OF SHERMAN

Mary Fernand
 Mary Fernand
 Witness

By [Signature]
 Its Duly Authorized Representative

FOR THE BOARD OF EDUCATION OF THE TOWN OF NEW FAIRFIELD

 Gail DeFeo
 Witness

By _____
 Its Duly Authorized Representative