

Policy Subcommittee Meeting

Wednesday, November 29, 2023 7:00 PM

Meeting Access: Policy Subcommittee (11/29/23 at 7:00 p.m.) Web:

<https://zoom.us/j/95529508929> Dial In: (929) 205-6099 Meeting ID: 955 2950 8929, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF MINUTES

II.A. October 25, 2023 - Regular

III. ACTION ITEMS

III.A. Policy 4121 – Substitute Teachers

III.B. Policy 6172.6 – Virtual/Online Courses

III.C. Policy 5118 – Nonresident Students

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: 10/25/23 Place of Meeting: Zoom
Members present: Kathy Baker, Samantha Mannion, Amy Johnson
Members absent: Stephanie Strazza
Other attendees: Ken Craw, Dominic Cipollone
Minutes submitted by: Kathy Baker
Meeting Access: Policy Subcommittee (10/25/23 at *6:30 p.m.)
Web: <https://zoom.us/j/93235085278> Dial In: (929) 205-6099 Meeting ID: 932 3508 5278

The meeting was called to order at 6:30 p.m.

II. APPROVAL OF MINUTES

A. September 27, 2023 – Regular

Motion: To approve the minutes of the September 27, 2023, meeting as presented

Made by: Samantha Mannion

Seconded by: Amy Johnson

Recording of Vote: All in favor

III. ACTION ITEMS

A. Policy 6159 – Individualized Education Program/Special Education Program
Dr. Craw discussed revisions to this policy. Students are not in the district until they are 22. The financial impact to us will be minimal this year.

B. Policy 7230.2 – Extensions/Renovations or Replacements - These changes start in 2025 and use standard reporting forms as identified by the Department of Administrative Services. Forms have not been completed yet.

C. Policy 6172.6 – Virtual/Online Courses - The changes to this policy are in regard to IEP and 504 plans. Having the flexibility of the hybrid is helpful to those with IEPs and 504s. This does not change the online courses that are currently offered at the High School. This will be brought to the Special Education Ad Hoc Subcommittee meeting.

Motion: To move Policy 6159 and Policy 7230.2 to the full Board for approval

Made by: Kathy Baker

Seconded by: Samantha Mannion

Recording of Vote: All in favor

Motion: To table Policy 6172.6 pending a discussion with the Special Education Ad Hoc Subcommittee

Made by: Kathy Baker

Seconded by: Samantha Mannion

Recording of Vote: All in favor

IV. INFORMATION ITEMS

A. Kindergarten Age Requirement – CSDE Considerations – The subcommittee members talked about the need to fast track the policies for special ed and extensions/renovations. They discussed the Kindergarten age requirement as established by the State. The district did a survey and most parents indicated that they would be asking for exceptions for their students.

V. OTHER – Dr. Craw talked about the need to bring back the residency policy in November, as well as Policy 6172.6 that was tabled.

V. ADJOURNMENT

Motion to adjourn: Made by: Samantha Mannion

Recording of vote: All in favor

Meeting adjourned at: 6:55 p.m.

Existing policy updated to reflect P.A. 23-159.

Personnel -- Certified

Substitute Teachers

Definitions

A substitute teacher is a person who shall instruct students in the New Fairfield Public Schools in the absence of the regular classroom teacher. The minimum qualifications for substitute teaching shall include the following:

1. Holds a bachelor's degree from an accredited institution;
2. Is able to perform the essential job functions of the position, with or without reasonable accommodation;
3. Demonstrates appropriate work ethic and effectiveness in working with children.

Short-term (or Per Diem) Substitute: A short-term substitute is defined as a person who substitutes in the school system for teachers at any level during the school year, typically on a per diem basis. Short-term substitutes are not required to prepare lesson plans or grade students' work.

Long-term Substitute: A long-term substitute is defined as a person who substitutes in the school system for a teacher at any level during the school year, typically for a period of time greater than one week but not to exceed 40 consecutive days in the same assignment without prior approval of the Superintendent of Schools. Long-term substitutes may be required to prepare lesson plans and/or grade students' work, for which they shall be compensated at a higher rate of pay.

Conditions of Employment

The Board shall only hire applicants for substitute teaching positions who comply with the reference and background checks as detailed in Policy #4112.51/4212.51 and who comply with the required disclosure requirements. ~~and after requesting information from the applicant's prior employers and SDE. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board shall hire only substitutes who are on such list.~~

~~Approved substitutes shall remain on such list as long as he or she is continuously employed by the Board as a substitute teacher, provided the Board does not have any knowledge of a reason that such person should be removed from the list.~~

Personnel -- Certified

Substitute Teachers

The Board of Education is permitted to employ a person who lacks substitute teacher authorizations as a substitute teacher in the same assignment for a period not to exceed 60 school days. Principals will make every effort to maintain as much continuity of instruction as possible by engaging only one substitute teacher for the full period of absence of one teacher and by calling back a substitute to serve in a classroom in which he/she/they performed successfully.

Each substitute teacher is expected to carry out all of the normal functions of the classroom teacher, i.e. maintaining classroom instruction at an optimum level. Also, they will assume normal teacher responsibilities which are part of the building routine such as corridor, bus or study hall duty, cafeteria duty, etc. Each substitute will receive the New Fairfield “Substitute Handbook”.

Substitutes are employed “at will” and may be dismissed at any time by the Superintendent or designee. Substitutes are not entitled to receive fringe benefits.

The per diem rate for short-term and long-term substitutes shall be set by the Board on an annual basis. The Superintendent may, at his discretion, offer a higher rate of pay to those persons who are employed as substitutes in shortage areas.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes
10-183v Reemployment of teachers
10-145a Certificates of qualifications for teachers, as amended by P.A. 11-27, An Act Concerning Substitute Teachers.
10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67)
10-222c Hiring policy. (as amended by PA 16-67)
P.A. 23-159 (Section 18)

Policy adopted: June 1, 2006
Policy revised: November 17, 2011
Policy revised: November 2, 2016
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Existing policy updated to reflect P.A. 23-150.

Instruction

Distance Education

Virtual/Online Courses

The Board of Education believes that distance education through virtual/online courses is an opportunity for enrichment for NFHS students. Online learning has a distinct advantage in that it does not require students to be physically present in the same location as the instructor or other students. Distance education courses are part of New Fairfield's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the district may earn credit through distance education provided by virtual/online courses.

~~Dual instruction is allowed as part of remote learning when it is needed to implement a student's IEP or 504 plan or as part of an intradistrict or interdistrict cooperative learning program for students on school grounds during a regular school day.~~

Dual instruction is allowed as part of remote learning when a Planning and Placement Team (PPT) determines that remote, interactive engagement constitutes the least restrictive environment (LRE) in which the student's Individualized Education Program (IEP) can be implemented to ensure the student can receive a free appropriate public education (FAPE) or as part of an intradistrict or interdistrict cooperative learning program for students on school grounds during a regular school day.

Any cooperative learning program that provides dual instruction as specified above must be implemented following a MOU between the Board of Education and the applicable bargaining unit.

Virtual schools are educational organizations that offer courses at various grade levels through Internet or Web-based methods. Virtual schools allow students to take courses not currently offered at NFHS and, as such, enrich existing curriculum.

Online courses offered via organizations such as Virtual High School shall not result in a reduction of the current number of electives offered at New Fairfield High School, nor shall it result in the reduction in force of any existing staff.

In order to earn credits in meeting the requirements for high school graduation through the successful completion of on-line coursework, the Board, in compliance with C.G.S. 10-221a (17) shall ensure, at a minimum, that (a) the workload required by the on-line course is equivalent to that of a similar course taught in a traditional District classroom setting, (b) the content is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate, (c) the course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in on-line demonstrations, discussion boards or virtual labs, (d) the program of instruction for such on-line coursework is planned, ongoing and systematic, and (e) the courses are (1) taught by teachers who are certified in the state or another state and have received

training on teaching in an on-line environment, or (2) offered by institutions of higher education that are accredited by the Department of Higher Education or regionally accredited; or (3) toward meeting the high school graduation requirement upon the successful completion of the board examination series permitting students in grades 9 through 12 to substitute achievement of a passing score on a series of examinations approved by the State Board of Education for meeting credit requirements for graduation.

Instruction

Distance Education

Virtual/Online Courses (continued)

If the drop-out rate of the District is determined to have been 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. Each high school within the District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

New Fairfield High School students may earn a maximum of six (6) units of academic credits by completing online courses: three (3) through Virtual High School and an additional three (3) with prior approval of the high school principal for other online courses. (NOTE: In light of new legislation, District may need to reconsider “cap” on number of courses.)

One or more of the following conditions must exist for students to register for an online or virtual course:

1. Only students registered at New Fairfield High School may enroll in an online or virtual course for credit.
2. The course or its equivalent is not offered at New Fairfield High School. (In the event of an unavoidable scheduling conflict that would have a negative impact on a student’s academic sequence or ability to complete proscribed graduation requirements, the administration may approve the taking of an online course as an equivalent substitute for a course offered at NFHS.)
3. The course could serve as a supplement to extended homebound instruction.
4. The district has expelled the student from the regular school setting, but educational services are to be continued.
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment for a portion of his/her academic program.

As determined by Board/school policy, students taking a virtual course will do the following:

- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.
- Adhere to the District's Internet policy.
- Adhere to New Fairfield High School's policy on withdrawing from a course.

The school must receive an official record of the final grade before awarding credit toward graduation.

The site-coordinator is responsible for monitoring student progress in a virtual course.

Instruction

Distance Education (continued)

(cf. 6141.321 - Computers: Acceptable Use of the Internet)

(cf. 6141.1 - Independent Study)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses, Other Subject Areas) and P.A. 10-111, An Act Concerning Education Reform in Connecticut.

PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School.

P.A. 23-150 An Act Concerning Schools, Section 12

Policy adopted: January 5, 2006
Policy revised: December 4, 2008
Policy revised: November 4, 2010
Policy revised: November 3, 2022
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Students

Nonresident Students

Definition

A nonresident student is a student who:

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations; or
5. is placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, a student may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. A student not requiring special education who lives in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) is a resident student. A student requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes), unless special education considerations make attendance in local schools and programs inappropriate.

Nonresident Attendance Without Tuition

Upon written parental request, nonresident students may be allowed upon recommendation of the Superintendent of Schools to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after January 1st of the school year and parent(s)/guardian(s) request that a student complete the marking period;
2. A family residing outside of a district has firm plans to move into the school district within 90 calendar days as evidenced by a contract to buy, build, rent, or lease;
3. A twelfth grade student and his/her family who are in residence through the last day of the first marking period of senior year wishes to complete his or her education in the district;
4. Students reside temporarily within the district because of family changes or students attending local schools residing temporarily outside of the district because of family

Students

Nonresident Students (continued)

circumstances. Approval shall not exceed three (3) calendar months; if subsequent approval is necessary, it shall be considered based upon information available at that time.

5. Mental or physical health of the student as certified by a physician, school psychologist, or other appropriate school personnel.

Exchange Students

No tuition is required for foreign students living within the district under an approved and recognized foreign exchange program. Exchange students will be accorded all the rights and privileges of a resident student during the period of enrollment, which can not exceed a period of one school year.

Nonresident Attendance

With the exception of Sherman students attending New Fairfield High School, New Fairfield does not accept nonresident students. Students of nonresident staff may be considered for attendance contingent upon class size, transportation, and other considerations including disciplinary and attendance records. (See Policy 5118.111)

Evidence of Residency

The Superintendent of Schools or his/her designee shall require documentation of family and/or student residency, including notarized affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or nonrelative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such student's may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations. **In addition, the Board authorizes the Superintendent to develop and implement administrative procedures for ongoing residency verification.**

Removal of Nonresident Student from District Schools

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education (if known), where the student should attend school. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

Students

Nonresident Students

Removal of Nonresident Student from District Schools (continued)

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 2) that upon request, a transcript of the hearing will be provided 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

Board of Education Hearing

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Legal Reference: Connecticut General Statutes
 4-176e through 4-185 Uniform Administrative Procedure Act.
 10-186 Duties of local and regional Boards of education re school
 attendance. Hearings. Appeals to state Board. Establishment of hearing
 board.
 10-253 School privileges for students in certain placements and temporary
 shelters.

Policy adopted: October 19, 2000
Policy revised: June 16, 2005
Policy revised: December 20, 2007
Policy revised: June 18, 2009
Policy revised: November 17, 2011
Policy revised: June 5, 2014
Policy revised: October 30, 2014
Policy revised: November 21, 2019

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Verification of Residence

NEW ENROLLEE/STUDENT TRANSFER/CHANGE OF ADDRESS
(within New Fairfield)

Parent/Legal Guardian Statement

I, (print name) _____ the parent or legal guardian of
(name) _____ (address) _____ certify
that the above named student actually lives full time (typically 7 days per week) at the above
address. The telephone number at the same address is _____ and the telephone
number in an emergency is _____. Grade _____.

This information and the documents provided are accurate. I authorize representatives of the
New Fairfield Public Schools to verify this information, and I understand falsification of any
information or documents required for this verification will result in revocation of registration
for the student.

Parent/Guardian Signature: _____ Date: _____

.....
(FOR OFFICE USE ONLY)

Residency Status: own rent reside with: _____

In order to verify district residence, parents or guardians, an emancipated minor or the child over
18 must sign above and provide documents from the items listed below.

- ___ 1. Copy of a Valid Connecticut Drivers License or Connecticut Department of Motor
Vehicles Non-Driver Identification Card indicating New Fairfield residency
and
- ___ 2. ___ Warrantee Deed with Schedule A, or escrow papers
or
___ Dated rental agreement
and
- ___ 3. Copy of **one** of the following at address within the district in the parent's or guardian's
name:
 - ___ a. Utility bills (dated within the last three months)
 - ___ b. Notarized letter from landlord or owner acknowledging parent's/guardian's and
student's residence
 - ___ c. United States Postal Service On-line Official Change of Address Confirmation
- ___ 4. Residency Affidavit forms to be filled out by person with whom family and student reside.
Verification visit by Residency Confirmation staff will follow; child may attend school.
- ___ 5. Verification visit by Residency Confirmation staff (for situations not covered by 1 and 2);
child may not attend school until complete.

Documents seen by: _____ on _____

CONFIDENTIAL

RESIDENCY AFFIDAVIT

The New Fairfield Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residence in New Fairfield and is not residing with his or her parent(s) and whose parents are not residing in New Fairfield. This form is required when there is a question about the child's actual residence. The student, parent and person with whom the student is living must fill out this form together.

Date: _____

1. Student's Name _____ DOB: _____
(Last) (First) (Middle)
2. Student's New Fairfield Address _____ Tel. # _____
(No. and Street) (Town) (State)
3. Name of Person with Whom Student Lives _____
Relationship _____
Address _____ Tel. # _____
(No. and Street) (Town) (State)
4. Date Student Moved Into New Fairfield _____
(Month) (Day) (Year)
5. Student's Former Address _____

(No. and Street) (Town) (State)
6. Former School _____ Grade _____
7. Name of Student's Father _____
Father's Address _____

(No. and Street) (Town) (State)
8. Name of Student's Mother _____
Mother's Address _____

(No. and Street) (Town) (State)
9. Name and Address of Student's Court Appointed Legal Guardian, if other than Parent:

HOST'S/GUARDIAN'S STATEMENT

I, hereby, certify that _____ is my _____
(Student's Name) (Relationship)

and he/she legally resides with me at _____
(No. and Street)

I, further, certify that this is intended to be a bona fide permanent address that this child will be living with me ____ days and ____ nights per week, and that I am not receiving payment for having this child reside with me.

I, further, certify that this child is residing with me because

As the host/guardian of the student named on this form, and as a resident of the Town of New Fairfield, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of New Fairfield, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of New Fairfield, in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending New Fairfield Public School illegally, the Town of New Fairfield reserves the right to recover the costs for such education from me, the undersigned.

If you are the guardian of the student, please indicate the date and source of your authority:

Date _____ Authority _____

I, _____, understand that I have full responsibility
(Person's Name)
for this student concerning any and all school disciplinary, administrative, and medical matters.

Signature of Host/Guardian

Date

Notary Public

Date

CERTIFICATION OF RESIDENCE

(For student living in other than a rental unit dwelling)

Date: _____

RE: _____

As part of our residency process, we are requesting that you as the landlord/owner of or the family residing at the following residence providing this notarized statement verifying that:

Name of Student(s) _____

Name of Parent(s) _____

Reside at the following address _____

I, _____ certify that the named student(s) and parent(s)

(Landlord, Owner, Local Resident, Relative, Guardian, etc. - cross out what does not apply)

() live/rent, or () reside with me at the above-listed address, in a home owned or occupied by me in the Town of New Fairfield.

.....

I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of said student if they, in fact, do not reside in New Fairfield.

I understand that my failure to respond to this request, or that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s).

I agree to immediately notify the New Fairfield Public Schools if this student ceases to reside at this address.

Signed: _____ Date: _____

Signed and sworn to before me this _____ day of _____, 20____.

Notary Public

If you have any questions regarding this form, please contact:
Superintendent of Schools
New Fairfield Public Schools
3 Brush Hill Road
New Fairfield, CT 06812

DATE:

RE:

DOB:

Dear:

In order for a student to attend public school in New Fairfield, the child's parent or legal guardian must live in New Fairfield or **you, the parent, must officially establish** that your child resides in New Fairfield with "another person" under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the child's family.
3. Residency is not for the sole purpose of obtaining school accommodations in the New Fairfield Public Schools.
4. The other person signs a notarized affidavit (Host's/Guardian's Statement) that your child is residing with them.
5. You, the parent, submit a notarized Parent's Statement and Residency Affidavit.

Enclosed is a four page form titled "Residency Affidavit" which contains the parent's and guardian's statement. Please fill them out completely, having the parent's and guardian's statements notarized. Please schedule an appointment with the Principal or his/her designee within ten (10) days to review this information.

Unless we receive these documents which prove your child does have a permanent address in New Fairfield, we will, as described in the policy, begin disenrollment proceedings.

Sincerely,

Principal

cc: Superintendent
New Fairfield Resident

DATE:

RE:

DOB:

Dear:

Enclosed is a copy of the Residency Affidavit on file for the above named student as well as a Residency Affidavit Renewal Form.

Please review the information on the original Affidavit, complete the Renewal form, and return both documents to me.

This information must be returned by _____ in order to assure _____ continued enrollment at _____ School.

If you have any questions regarding this request, please feel free to call me at _____.

Sincerely,

Principal

NEW FAIRFIELD PUBLIC SCHOOLS
NEW FAIRFIELD, CONNECTICUT 06812

RESIDENCY AFFIDAVIT RENEWAL

Date: _____

To Whom It May Concern:

I, _____, certify that the residency affidavit on file on behalf of my
(Name of Local Resident)

_____, _____,
(Relationship) (Student's Name)

remains true. The above named student resides with me at

_____, New Fairfield, Connecticut,
(Address)

and the telephone number is _____.

(Signature of Local Resident)

Signed and sworn to before me this _____ day of _____, 20_____.

Notary Public

DATE:

RE:

DOB:

Dear:

An investigation has been conducted to determine whether your child is a "permanent resident" of New Fairfield. Our investigation leads us to conclude that your child is not a "permanent resident" of New Fairfield and is, therefore, denied enrollment in the New Fairfield Public Schools for the following reason(s):

- We have established your permanent residence to be: _____.
- We cannot find any permanent residence in New Fairfield for your child.
- We have been informed by _____ that your child _____ has been with _____ on a temporary basis and will be leaving this residence by _____.
- We were informed on _____ by _____ that your child, _____, no longer resides in New Fairfield.

You, as legal guardian of your child, have a right to a hearing on denial of school access based on residency by the New Fairfield Board of Education, at which time you may present evidence contrary to our investigation.

Within ten (10) school days of your receiving this letter, you must notify me in writing that you want a hearing by the New Fairfield Board of Education because of denial of school accommodation.

If no such request is received in ten (10) days, your child will not be allowed to attend school in the New Fairfield Public Schools.

If you choose a hearing, you have the right to bring representation, and the hearing will be conducted in accordance with Connecticut General Statute 10-186.

Sincerely,

Principal

cc: Superintendent
Superintendent of Nexus Town
New Fairfield Resident

DATE:

RE:

DOB:

Dear:

On _____ we sent you a registered letter outlining our investigation, which concluded that your child does not have a permanent residence in New Fairfield. Further, we afforded you an opportunity to request a hearing by the New Fairfield Board of Education regarding eligibility for school accommodation in New Fairfield.

As of this date, you have not responded to our correspondence. Based on our investigation, we are denying school accommodation to and dis-enrolling _____ as of this date. If your child has any school property or personal items at _____ School, please call _____ to arrange an appointment to deliver or pick them up.

We encourage you to contact the _____ Public Schools in order to enroll your child so that his/her education is not interrupted.

If you have any questions regarding this matter, do not hesitate to call me.

Sincerely,

Principal

cc: Superintendent
New Fairfield Resident

Nonresident Student Request Form

Nonresident Attendance without Tuition

Upon written parental request, nonresident students may be allowed, upon recommendation of the Superintendent of Schools, to attend district schools without tuition under one or more of the following conditions.

Please check appropriate reason:

- A family moves from the district after January 1st of the school year and parent(s)/guardian(s) request that a student completes the marking period. Moving date: _____

- A family residing outside of a district has firm plans to move into the school district within 90 calendar days as evidenced by a contract to buy, build, rent, or lease.
A fully executed copy of the contract to buy, build, rent, or lease must be included with this request.
Expected closing/rental date: _____
(Any change to the date must be submitted to the Office of the Superintendent in writing.)

- A twelfth grade student and his/her family who are in residence through the last day of the first marking period of senior year wishes to complete his or her education in the district;

- Student(s) reside temporarily within the district because of family changes or student(s) attending local schools residing temporarily outside of the district because of family circumstances. Approval shall not exceed three (3) calendar months. If subsequent approval is necessary, it shall be considered based upon information available at that time.

Briefly explain any pertinent information in support of this request. _____

Attach additional sheet if necessary.

****Please note that if the request is granted, the parent/guardian is responsible for transportation to and from school.**

I attest to the accuracy of the information contained in this form.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Name and Grade: _____

Present Address: _____

Future Address: _____

Phone Number(s): _____

Email Address: _____

(For office use only)

Request Approved: Denied:

Date Family Notified: _____