

## **Policy Subcommittee Meeting**

Wednesday, December 11, 2024 7:00 PM

Meeting Access: Policy Subcommittee (12/11/24 at 7:00 p.m.) Web:

<https://zoom.us/j/96695563238> Dial In: (929) 205-6099 Meeting ID: 966 9556 3238, 3 Brush Hill Road, New Fairfield, CT 06812

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

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

#### **II.A. November 20, 2024 - Special**

### **III. INFORMATION/ACTION ITEMS**

#### **III.A. Policy 5118 – Nonresident Students**

#### **III.B. Policy 5131.81 – Electronic Devices**

#### **III.C. Policy 3517.1 - Identification Badges**

### **IV. OTHER**

### **V. ADJOURNMENT**

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

Name of Subcommittee: Policy Meeting type: Special  
Date of Meeting: 11/20/24 Place of Meeting: Zoom  
Members present: Kathy Baker, Amy Johnson, Kimberly LaTourette, Samantha Mannion  
Members absent:  
Other attendees: Ken Craw, Kris Woleck, James D'Amico  
Minutes submitted by: Kim LaTourette  
Meeting Access: Policy Subcommittee (11/20/24 at 7:00 p.m.)  
Web: <https://zoom.us/j/98383618014> Dial In: (929) 205-6099 Meeting ID: 983 8361 8014

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

**II. APPROVAL OF MINUTES**

A. October 23, 2024 – Regular

**Motion:** To approve the minutes of the October 23, 2024, meeting as presented

Made by: Samantha Mannion

Seconded by: Amy Johnson

**Recording of Vote:** All in favor

**III. ACTION ITEMS**

**A. Policy 6146 – Graduation Requirements**

Dr. Craw and Dr. Woleck spoke about the three areas that will be updated in this policy, due to legislative changes that need to be put in place. They were also able to remove parts that were irrelevant, for example, the years in the policy had passed. One language change is "Vision of a Learner." Students need to take the personal finance class and can have a choice as to where they will apply it. It is one half credit. Kris and James will work together to discuss and possibly change the SEE project.

**B. New Fairfield High School Parking Guidelines**

**Motion:** To move this item to Action Item III.B. and then will come back to Evaluation of the Superintendent.

Made by: Samantha Mannion

Seconded by: Kim LaTourette

**Recording of Vote:** All in favor

Mr. D'Amico spoke about unregistered vehicles being on campus, such as out of state plates. Parking is offered per semester. Students must upload a picture of their CT license, as well as their CT registration. A draft for an updated version was presented.

**C. Policy 3517.1 - Identification Badges**

Dr. Craw mentioned our discussion last spring in regard to students wearing ID badges. Questions were brought to Ken's attention about the practice at the HS matching what our policy actually says. They have been required to have them on them and be able to display them when asked. There was some discussion about whether or not the high school students should be required to wear them or not. This committee will not take any action on this policy tonight. The policy will remain the same as previously written.

**D. Policy 2400 - Evaluation of the Superintendent**

Samantha worked with Dr. Craw and Gail DeFeo to update this policy. The instructions stayed the same besides the current date/year. Samantha shared information about the updated evaluation form. Section C - changed some wording, specified safe and secure, took out an item that was not the Superintendent's role. Section D - reworded relationship with other boards in town, the Superintendent will make sure budget is responsibly managed....E - added E10, residency, F - relationship with the board, the Supt does not always need to provide the board information about every ongoing case, or can't always provide information for legal reasons...The annual district

goals will change every year. An adjustment will be made to some of the bullets. The evaluation summary has stayed the same.

2400 - Evaluation; a change will be made and put in place that BOE members may only participate in person to evaluate the Superintendent at the annual evaluation meeting.

**Motion:** To move Policy 6146 - Graduation Requirements to the full Board for consideration

Made by: Samantha Mannion

Seconded by: Kim LaTourette

**Recording of Vote:** All in favor

**Motion:** To move the instructions, updated evaluation form with the changes to section I as discussed, the district goals for 2024-2025, and Policy 2400 with the changes as discussed to the full board for consideration. \*Samantha and/or Ken will share changes with Gail. Policy 5114 – Suspension and Expulsion/Due Process to the full Board for consideration

Made by: Samantha Mannion

Seconded by: Kimberly LaTourette

**Recording of Vote:** All in favor

#### **IV. INFORMATION ITEMS**

A. New Fairfield High School Parking Guidelines – This item was discussed under ACTION ITEM III.B.

**V. OTHER** - Updates for the cell phone policy, residency, suspension/expulsion, and the ID badges as Ken feels appropriate.

#### **VI. ADJOURNMENT**

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

**Seconded by:** Kathy Baker

**Recording of vote:** All in favor

**Meeting adjourned at:** 8:13 p.m.

## **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 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.

## **Students**

### **Nonresident Students** (continued)

#### **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 cannot 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 Superintendent is responsible for developing and implementing administrative procedures for ongoing residency verification. If an individual has provided false documentation to attend New Fairfield Public Schools, then this may lead to liability for tuition and to criminal penalties for fraud.

#### **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  
Policy revised: March 21, 2024

**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 and may lead to liability for tuition and to criminal penalties for fraud. **In addition to  
the imposition of civil penalties, perjured or fraudulent statements could lead to possible  
criminal prosecution.**

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. I understand that a perjured or fraudulent statement may lead to my criminal prosecution under the criminal statutes of the State of Connecticut. I also understand that this document may be used in a court of law as evidence against me.

**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). In addition, the parent(s) may be prosecuted under the criminal statutes of the State of Connecticut. I, also, understand that this document may be used as evidence in a court of law. **In addition to the imposition of civil penalties, perjured or fraudulent statements could lead to possible criminal prosecution.**

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

**New Fairfield Public Schools  
DECLARATION OF LEGAL RESIDENCY  
Rental / Lease**

**To be completed by property owner**

Property Owner: \_\_\_\_\_  
Name of Property Owner – Please print

If the living arrangement of the student should change from what is stated on this form, it is the responsibility of the property owner to notify the Office of the Registrar within five (5) business days in writing.

\_\_\_\_\_  
Signature of Property Owner – Sign in the Presence of Notary Public  
Property Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Children and Parents/Legal Guardians Living on Property  
Adult #1 \_\_\_\_\_ Adult # 2 \_\_\_\_\_  
Child #1 \_\_\_\_\_ Child # 2 \_\_\_\_\_  
Child #3 \_\_\_\_\_ Child # 4 \_\_\_\_\_

I am making the above statements as a true and bona fide representations. I certify that the above residency is a legal, permitted residence in the Town of New Fairfield. I fully understand that if I make a statement that is false and which is intended to mislead a public servant in the performance of his/her function, I will be in violation of Section 53-157b of the Connecticut General Statutes. The section of the law refers to making a fraudulent statement is a Class A misdemeanor and is punishable by a fine, not to exceed \$1,000 and/or up to one year of incarceration.

I further understand that I may be required to update this information at any time and agree to do so upon request from the New Fairfield Board of Education. I may be made to pay for services received if such services were delivered under fraudulent statements and/or circumstances.

**NOTARIZED SECTION**

On this date \_\_\_\_\_ appeared before me personally.  
Month/Day/Year Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

\_\_\_\_\_  
Signature of Notary Public                      Commission Expiration Date                      SEAL

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)

In addition to the imposition of civil penalties, perjured or fraudulent statements could lead to possible criminal prosecution.

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

NEW FAIRFIELD PUBLIC SCHOOLS  
NEW FAIRFIELD, CONNECTICUT  
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 1<sup>st</sup> 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: \_\_\_\_\_

## **Continuity of Residency Verification Procedures**

### **Newly Implemented Strategies for maintaining continuity of residency verification**

#### **1) Tax Department**

- a) Transfer reports of properties sold
  - i) Home - Registrar will receive the list monthly and cross reference PowerSchool. If a student's address appears on the report, we will verify the new residence.
  - ii) Car Deregistrations - Working with the assessor to refine this process. Currently they do not capture data on deregistration reasons, but expansion is being pursued. If we have a suspicion regarding a student, we can inquire if the family vehicle is still registered.

#### **2) Postcards**

- a) Postcards will be sent out First-Class Mail at approximately \$900 a batch, and these postcards will contain valuable school information, e.g. notification of upcoming events or other pertinent information. If the recipient is no longer at the address, USPS will return the mail undeliverable. We will also contain a request to return the postcard (postage paid) if a new resident received the postcard.

#### **3) Collaboration with First Student**

- a) Bus Drivers are provided with student lists for each stop.
- b) When a bus driver picks up a student that is not on their list, they let the Dispatcher know upon their return to the office and contact is made to the registrar for follow-up.
- c) All address changes received by the bus company are forwarded to the registrar for verification.
- d) Information regarding bus stops is exclusively shared via the parent portal, no requests for bus information (regarding additional stops) are provided.

#### **4) Post Office Collaboration**

- a) Working with the local post office to confirm change of address for incoming students - validating these CoA are not revoked after 30 days.
- b) Emphasized the importance of re-delivery of returned mail to the schools.

#### **5) Registrar of Voters**

- a) Receive the voter registration/deregistration from the RoV to cross reference with our other methods.

## **Continued Strategies:**

### **1) Lease / Host Verification**

- a) All leases are marked in PowerSchool with their expiration date. Documentation of lease renewal needs to be supplied to continue enrollment.
- b) Host agreements must be recertified annually.
- c) Leases and host affidavits must be notarized, and potential penalties are described.

## **Students**

### **Electronic Devices**

#### **Use of Privately Owned Technology Devices by Students**

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable school practices as articulated in the attachments to this policy, in the NFPS Code of Responsibility and Respect and in each school's respective student handbook. The New Fairfield Board of Education ("Board") considers allowing students to bring to school such devices to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to the following guidelines and/or the Board's acceptable use and student discipline policies.

Students at New Fairfield Elementary School who choose to bring a privately owned technological device to school must keep the device in their locker.

Parents and/or guardians must read and sign the attached agreement form within the first week of school.

### **Definitions**

#### **Board Technology Resources**

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students.

#### **Privately Owned Technological Devices**

For the purposes of this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, eReaders, personal laptops, smartphones, smart watches, network access devices, and tablets.

#### **Use of Privately Owned Technological Devices**

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Students at all schools will be permitted to use privately owned technological devices on field trips at the discretion of the teacher.

## **Students**

### **Electronic Devices**

#### **Use of Privately Owned Technological Devices (continued)**

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyberbullying;
- Taking pictures without the specific permission of the subject of the picture;
- Using a privately owned technological device to violate any school rules, including the unauthorized recording (photographic or audio) of another individual without the express permission of the individual or a school staff member;
- Using such privately owned device for the unauthorized use of generative artificial intelligence; or
- Taking any action prohibited by any Federal or State law.

#### **Search of Privately Owned Technological Devices**

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

#### **Responsibility for Privately Owned Technological Devices**

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school. Furthermore, the Board shall not be liable for any data plan charges or any other costs associated with the use of private technological devices. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Students shall take full responsibility for their device and shall keep it safely stored when not in use. Classroom teachers will determine the best storage location for such devices. Students are required to take home their privately owned technological devices at the end of each school day.

## **Students**

### **Electronic Devices (continued)**

#### **Disciplinary Action**

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or in a manner inconsistent with this policy will not be tolerated and will result in disciplinary action. This disciplinary action may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

#### **Access to Board Technology Resources**

It is the policy of the New Fairfield Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes.

## **Students**

### **Electronic Devices**

#### **Access to Board Technology Resources (continued)**

Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and also any privately owned technological devices that access the same.

#### **Harm to Board Technology Resources**

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5131 – Conduct)

(cf. 5131.8 – Off School Grounds Misconduct)

(cf. 5131.82 – Restrictions on Publications and Written or Electronic Material)

(cf. 5131.911 – Bullying)

(cf. 5131.913 – Cyberbullying)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

Legal References:      Connecticut General Statutes  
                                 10-233j Student possession and use of telecommunications devices  
                                 31-48d Employees engaged in electronic monitoring required to give prior  
                                 notice to employees.  
                                 53a-182 Obstructing free passage: Class C misdemeanor.  
                                 53a-183 Harassment in the second degree: Class C misdemeanor.  
                                 53a-250 Definitions.  
                                 Electronic Communication Privacy Act, 28 U.S.C. §§2510 through 2520.  
                                 *Eisner v. Stamford Board of Education*, 440 F. 2d 803 (2nd Cir 1971)  
                                 *Trachtman v. Anker*, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S.  
                                 925 (1978)  
                                 *Hazelwood School District v. Ruhlmeir*, 484 U.S. 260, 108 S Ct 562 (1988)  
                                 *Bethel School District v. Fraser*, 478 US 675 (1986)  
                                 *Tinker v. Des Moines Independent Community Dist.*, 393 US 503, (1969)

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NEW FAIRFIELD PUBLIC SCHOOLS

New Fairfield, Connecticut

**Bring Your Own Device Student (BYOD) Agreement and  
Responsible Use Policy  
New Fairfield Elementary School**

Access to and use of the Internet is a privilege that students must earn by using it in an appropriate manner. All New Fairfield Elementary School students must read and agree to follow the rules listed below, as well as follow the school rules in the Student Code of Responsibility and Respect. As a user of the New Fairfield school district's electronic information resources and computer networks, I accept and agree to abide by the Acceptable Use and Internet Safety Policy of the New Fairfield Board of Education and with the following preconditions of my use:

- I will use electronic information resources only with the permission of a teacher.
- I will use the Internet only for school educational and research purposes.
- I will not make any changes to the computer software system set-up or data or open any software files without permission. I understand that any vandalism will result in disciplinary consequences.
- I will not subscribe to any group on the Internet without a teacher's permission.
- If any site I visit contains inappropriate\* words or pictures I will inform a teacher and immediately "back out" of the site.

*\*Inappropriate refers to obscene and/or offensive language, graphic sexual materials or illegal materials*

- I will not give out personal information about myself or others when using the Internet.
- At New Fairfield Elementary School, devices are to be kept in the student's locker from entry to exit so that it is not a distraction during the school day.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bring Your Own Device Student (BYOD) Agreement and  
Responsible Use Policy  
New Fairfield Middle School  
New Fairfield High School**

The use of technology to provide educational material is a privilege at school that we wish all students to have beginning in grade six. When abused, privileges will be taken away. When respected, they will benefit the learning environment tremendously.

Students and parents who bring their own device must adhere to the Student Code of Responsibility and Respect as well as all Board policies, particularly the Internet Acceptable Use and Internet Safety. Additionally, students must adhere to the following:

Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to plagiarize, not to post information, photos, or videos not authorized by the teacher, and not to make personal phone calls or send text messages during instructional time.

**Students acknowledge the following:**

- Only the school's Internet should be accessed. Attempts will not be made to bypass the local connection.
- The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
- Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- As we are working to achieve a more paperless environment, printing from personal laptops will not be possible.
- As we do not have enough outlets for all students to charge their devices in classrooms, each student is encouraged to charge his or her own device prior to bringing it to school daily.
- Using a personal device to transmit or share inappropriate content during the school day or outside of the school day that disrupts the school environment will result in the loss of BYOD privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will not be tolerated.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.
- Students must immediately comply with teachers' requests to shut down devices or close the screen.

**Students acknowledge the following:** (continued)

- Devices, particularly cell phones, must be in “Do Not Disturb” mode, or its equivalent, and stored in backpacks, lockers, purse or other personal belonging during instructional time, unless otherwise directed by a teacher. If a child or parent needs to be reached, the office will assist with connecting families.
  - At New Fairfield Middle School, devices are to be kept in the student’s locker from entry to exit so that it is not a distraction during the school day.
  - At New Fairfield High School, students are required to put their devices in the classroom in a location designated by the administration for the entire class period. These devices may not be taken out of the holder to go to the bathroom.
- Teachers reserve the right to confiscate devices of students who do not comply with this daily expectation according to the following progression after a warning:
  - 1<sup>st</sup> offense: Confiscation of device by the teacher and submitted to the main office. Returned to student at the end of the school day by main office staff.
  - 2<sup>nd</sup> offense (or multiple offenses in different classrooms): Confiscation of device by the teacher and submitted to the main office. Parent notified. Device must be picked up by a parent/guardian in the main office.
  - 3<sup>rd</sup> offense (or multiple offenses in different classrooms): Loss of BYOD privileges for a period of time to be determined by the administration.
- Refusal to allow for the confiscation of a device or compliance with loss of BYOD/BYOT privileges may result in additional disciplinary action.
- Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Students should only access files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher.
- Personal devices may not be used to cheat on assignments or tests, not to plagiarize, or for non-instructional purposes, such as making personal phone call and text/instant messaging, during instructional time.
- Personal devices may not be used to send inappropriate e-messages during the school day or outside of the school day that may disrupt the school environment.

As a student, I understand and will abide by all on this agreement through all of my years at the middle school/high school. I further understand that any violation is unethical and may result in the loss of my device privileges as well as other disciplinary action.

As a parent, I understand that my child will be responsible for abiding by the policy pertaining to this program and its guidelines through all of my child's years at the middle school/high school. I have read and discussed them with him/her and s/he understands the responsibility s/he has in the use of their personal device.

Signature of Student: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

#### **Site and Building Access**

#### **Identification Badges**

The Board of Education recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear, above the waist, a District issued, approved identification badge.

**Required Identification:** All employees, while carrying out regular employment duties, will display identification badges in plain view. Student ID badges and lanyards will be provided to all students at the middle school and high school, which authorizes students to be on campus and on school buses. ~~High School students are required to display their ID badge in a prominent location and to retain their ID badge.~~ Middle School and High School students must retain their ID badge, but do not have to wear their badge once in school. These ID badges will help staff in identifying students. Students will be required to present their ID badge to enter the school building if they arrive after the start of the school day.

**Issuing Identification Badges:** Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee. ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

**Visitors/Volunteers:** All visitors/volunteers are required to check in to the main office or front desk to obtain a visitor's badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must sign out.

All visitors shall display the visitor's badge while they are in the school building during the school day.

Visitors who do not comply with this policy shall be escorted from the property. Staff members who observe someone entering District facilities without proper identification are required to address the person or immediately report this circumstance to the administration main office or front desk.

**Lost or Stolen Badges:** The first time the identification badge is lost or stolen, the District will provide a replacement at no cost. Each additional identification badge requested will cost \$10.00 per badge. If a badge is lost or stolen, employees should contact Human Resources and students should contact the school main office immediately.

(cf. 1250 – Visits to the School)  
(cf. 3516 – Safety)

**Business/Non-Instructional Operations**

**Security of Buildings and Grounds**

**Site and Building Access**

**Identification Badges**

Legal Reference: Connecticut General Statutes

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

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NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut