

Policy Subcommittee Special Meeting

Tuesday, May 20, 2025 7:00 PM

Meeting Access: Policy Subcommittee (5/20/25 at 7:00 p.m.) Web:

<https://zoom.us/j/97786372146> Dial In: (929) 205-6099 Meeting ID: 977 8637 2146, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF MINUTES

II.A. April 30, 2025 - Regular

III. INFORMATION / ACTION ITEMS

III.A. Policy 5118 – Nonresident Students - Residency Update

III.B. Policy 5131.81 - Electronic Devices

III.C. Policy 7000 - Concepts and Roles in Planning for Educational Facilities

IV. OTHER

V. ADJOURNMENT

BOARD OF EDUCATION, NEW FAIRFIELD, CT
Policy Subcommittee Meeting

Name of Subcommittee: Policy Meeting type: Regular
Date of Meeting: 4/30/25 Place of Meeting: Zoom
Members present: Amy Johnson, Kimberly LaTourette, Samantha Mannion
Members absent: Kathy Baker
Other attendees: Ken Craw, Kris Woleck, James D'Amico, Karen Gruetzner, Allyson Story, Dominic Cipollone
Minutes submitted by: Kim La Tourette
Meeting Access: Policy Subcommittee (4/30/25 at 7:00 p.m.)
Web: <https://zoom.us/j/97408983159> Dial In: (929) 205-6099 Meeting ID: 974 0898 3159

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

II. APPROVAL OF MINUTES

A. March 25, 2025

Motion: To approve the minutes of March 25, 2025, as presented

Made by: Samantha Manion

Seconded by: Amy Johnson

Recording of Vote: All in favor

III. INFORMATION/ACTION ITEMS

A. Policy 5131.81 - Electronic Devices - Dr. Craw and the administrators plan on sharing information reflecting on this past year. Ken mentioned the presentation on social media that took place on April 21st with parents and members of the community, and how we are looking at this policy due to the health and safety of our students. Dr. Craw provided an overview of the policy at each level and said that having this policy laid out has been helpful.

Mrs. Story shared that they have been following the policy as written - all cell phones and smart watches are put away and kept in backpacks or lockers. She shared data regarding the offenses. They find that most kids who have had an offense usually do not have to be spoken to again. Overall, the policy has been working well for the Elementary School. There have been fewer negative interactions between students.

Mrs. Gruetzner shared that this is the second year of no cell phones from entrance to exit. It has been successful, and even more so this year. She shared data regarding the number of offenses in each of the grades. She commended the staff for following the policy, tracking the offenses, and is thankful for the policy. She has noticed much more positive interactions, more "noise" and kids being kids and playing, as well as less "cyber drama." Ken mentioned how much time it may take to investigate an issue with social media or devices, and sometimes police even needing to be involved. Our administrators have been able to use that time for other things.

Mr. D'Amico shared some pros and challenges with this policy. There have been fewer phones in classrooms and an increased atmosphere in classrooms and the learning commons. Students seem much more attentive, and most are compliant. The challenges include students not being compliant, putting older phones in the holders or claiming they did not have their phone on them, and the clerical upkeep and parent notification. The High School had 497 devices reported and brought to the office since the fall from 266 different students. There are some challenging repeat offenders, including one student having their phone removed 12 times. The High School administration is looking for support and more severe consequences. The committee agreed with changing the policy, to perhaps put it in place at the start of the next school year, to help support the administrators and teachers, as well as to help increase the benefits of using devices less.

Motion: To table this policy until our May meeting, pending changes

Made by: Samantha Mannion

Seconded by: Amy Johnson

Recording of Vote: All in favor

B. Policy 7000 - Concepts and Roles in Planning for Educational Facilities

Dr. Crow appreciates the thought going into acknowledging those that have contributed to our district. The High School is currently working on the "Wall of Honor." There have been recent requests about naming certain facilities. Ken and James shared some guidelines/processes to follow in order to create a more detailed policy. James shared a presentation with the subcommittee. He did a bit of research locally, out of state, and online. The Administration is thinking about replacing the former "Athletic Hall of Fame" with the "NFHS Rebels Hall of Honor" that may be inclusive of athletics, performing arts, distinguished alumni, and community contributions. There may be a nomination window each year, the nominations would be brought to specific groups, and they can decide on the specific number (1 or 2) of selections that would be made and then finally selected by another group.

The administration is looking for the board's endorsement to move forward and streamline this policy and bylaws. They will continue to work on how to pull the "Wall of Honor" into the policy.

Motion: To table this policy pending a finalized draft from the administration

Made by: Samantha Mannion

Seconded by: Amy Johnson

Recording of Vote: All in favor

C. Policy 6172 – Alternative Education Programs

Dr. Crow shared that this is required due to state statute. We have had an ALC program in place.

Motion: To bring this policy to the full Board for its first reading

Made by: Samantha Mannion

Seconded by: Amy Johnson

Recording of Vote: All in favor

IV. OTHER – Samantha asked if we could have an update on the residency policy and hearings. Ken said that we will discuss the two tabled policies from tonight, as well as residency at the next meeting.

V. ADJOURNMENT

Motion to adjourn: Made by: Samantha Mannion

Seconded by: Kim LaTourette

Recording of vote: All in favor

Meeting adjourned at: 8:18 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:

PARENT'S STATEMENT

I, hereby, certify that _____ is my _____
(Student's Name) (Relationship)
and he/she resides with _____ who is _____
(Name of Person) (Relationship)
at _____
(No. and Street) (Town) (State) (Telephone #)

I, further, certify that this is intended to be a bona fide permanent address at which my child will be living for _____ days and _____ nights per week and that I am not providing payment for having my child reside with _____.

I, further, certify that my son/daughter is not living with me because _____

As a parent of the student named on this form, and as a nonresident 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 hereby certify that the said _____ has full right to act in
(Person's Name)
my child's behalf concerning any and all school disciplinary, administrative, and medical matters.

Signature of Parent Date _____

Notary Public Date _____

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

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 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: _____

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)

Policy adopted: September 16, 2010

Policy amended: June 21, 2018

Policy revised: October 1, 2024

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:
 - 1st 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.
 - ~~2nd 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.~~
 - ~~3rd offense (or multiple offenses in different classrooms): Loss of BYOD privileges for a period of time to be determined by the administration.~~
 - Further violations of this policy shall be addressed by discipline in accordance with the Student Code of Responsibility and Respect and considered Level 2 or above violations of Section II: Respect, Courtesy, and Honesty and Section IV: Respect For Orderly Teaching/Learning Environment.
- 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: _____

Construction

Concepts and Roles in Planning for Educational Facilities

Construction

This policy governs major renovation and construction projects which are determined through budgetary process. Projects which are implemented by the local legislative body and are not maintenance oriented are governed by this policy. For Cap and Non projects see Policy- 7110. Regular maintenance and repair are part of ongoing operations and are not governed by this policy.

Concepts and Roles in Planning for Educational Facilities

It shall be the policy of the Board of Education to plan for educational facilities. The Board shall maintain an instrument for determining the need for new facilities or for major facility improvements. The instrument shall be reviewed at least biannually. The instrument may incorporate local demographics, community use of educational facilities, projected enrollments, local educational philosophies and policies, existing and planned educational programs, existing facilities, and the ability of the local electorate to provide needed facilities.

The policy reflects the responsibility of the Board of Education to plan for education facilities and the local legislative body's responsibility to raise funding for and to construct needed educational facilities. This policy governs major renovation and construction projects. The definition of a major renovation or construction project is determined through budgetary process. Projects which are implemented by the local legislative body and are not maintenance oriented are governed by this policy.

A. Goals and Objectives

- (1) Identify an educational need for a new facility or renovation to an existing facility.
- (2) Plan for a new facility or renovation to an existing facility.
- (3) Gain public approval for the construction or renovation of a facility.
- (4) Construct or renovate a facility in cooperation with the Town's Permanent Building Committee.

B. Assumptions

This policy assumes all educational programs will be housed in spaces that comply with all applicable building codes and regulations. Further, this policy assumes that spaces provided to educational programs shall not hinder the attainment of educational goals and objectives and that the goal of the Board of Education is to provide facilities with the best possible conditions for attaining educational goals.

Construction

Concepts and Roles in Planning for Educational Facilities (continued)

C. Community

- (1) It is recognized that public educational facilities are constructed primarily for public educational activities, but are owned by the public and will be made available for public use wherever that use does not adversely effect educational activities. The design of educational facilities shall take into consideration public use and make accommodations for that use wherever practical and consistent with building use practices. Some of the community uses which shall be considered include recreation, use of facilities for emergency shelters and by non-profit organizations.
- (2) Community demographic information will be considered. Information to be considered shall include road maps with existing and planned sidewalks, maps and descriptions of existing and planned industrial and housing changes, population statistics and local and regional planning studies past, present, and future.

D. Enrollment

The projection of student enrollment is an essential element in educational facility planning. However, any projection is based upon assumptions and subject to inherent weaknesses. Projections will be considered the best estimate at a given point in time. Therefore, enrollment projections shall be updated annually or when new data becomes available or when assumptions change or prove untrue.

- (1) The methods that may be used to predict enrollment include cohort survival, students per dwelling unit and/or percentage of total population.
- (2) Some of the statistics concerning enrollment which will be maintained include the past 5 (five) year enrollment, 8 (eight) year predictions, and enrollment summaries by school for past year, present year, and next year. Other statistics will include non-public school enrollment by grade level and students with identified learning disabilities by district and by grade for each school. Existing school districting maps and plans to redistrict will be included.

E. Educational Philosophies and Policies

To the extent that educational philosophies and policies affect facilities, they will be considered in the development of the educational facility plans.

Construction

Concepts and Roles in Planning for Educational Facilities (continued)

F. Educational Programs

Educational facilities must be based on the activity to be housed. Facilities that do not conform fully hinder fulfillment of the goals and objectives of the programs housed as well as the philosophy and objective of the curriculum.

G. Facilities

Planning for educational facilities will take into consideration the capacity of existing facilities and systems and their adequacy to house existing educational programs and the physical condition of the facilities.

(1) The instrument will consider individual building inventories consisting of construction dates, renovation dates, floor plans, legal capacity by space, type of construction, listing of educational spaces and handicap access information. Such information will also be shared with the Town's Permanent Building Committee.

(2) Retirement of Buildings

A building operated by the school district may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuitable to the current needs or projected needs of the district. Recognizing that the closure of a facility may well be an emotional one, the Board of Education will appoint a committee representing a cross-section of opinion in the school district and the community as well as representing the people in the area served by the facility to study the issue and to recommend alternatives for the Board to consider, including retirement, alternative use, remodeling, continuation in use, or any other recommendations the committee might choose to make.

When a building is retired and determined to no longer serve an educational purpose it shall be returned to the Town and shall no longer be operated or maintained by the Board of Education.

(3) Naming of Facility

It shall be the prerogative of the Board of Education to establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school. When the need has been determined, guidelines will be established by the Board of Education and input will be sought from members of the community.

Construction

Concepts and Roles in Planning for Educational Facilities (continued)

Ordinarily a facility will not be renamed unless the current name becomes obsolete or inappropriate because of the community it serves or the program it houses. The approval to name a facility or recognize a donor will not last beyond the reasonable life of the facility.

If the Board chooses to recognize a major donor in its naming of facilities, the Board will incur no obligation to the donor beyond the agreed upon recognition.

The Board recognizes the New Fairfield Rebels Hall of Honor to be the preferred forum to honor individuals and groups who have made significant contributions to the school community.

No plaques, signs or memorials in recognition, honor or memory of any person or organization shall be placed in or on any school facility without the recommendation of the Superintendent and the approval of the Board.

H. Finance

The Town has the responsibility of funding the construction of educational facilities. The Board of Education recognizes the need to plan new facilities, in cooperation with the Town's Permanent Building Committee, within the Town's ability to pay. Therefore, liaison shall be established with the Town when a particular need is determined for new facilities or for improvement to existing facilities. After a project has been identified an estimate of the cost will be developed and given to the Town for consideration and inclusion in the Town's long-range Capital Improvement Plan.

All possible sources of funds that will help defray direct costs to the local taxpayers including, but not limited to, State Department of Administration Services grants and Federal grants will be investigated. Funding options shall be discussed with the Board of Finance as early as possible following identification for the need of a construction project.

I. Conclusions

A list of facility inadequacy and/or future needs shall be developed and presented to the Board of Education for their consideration.

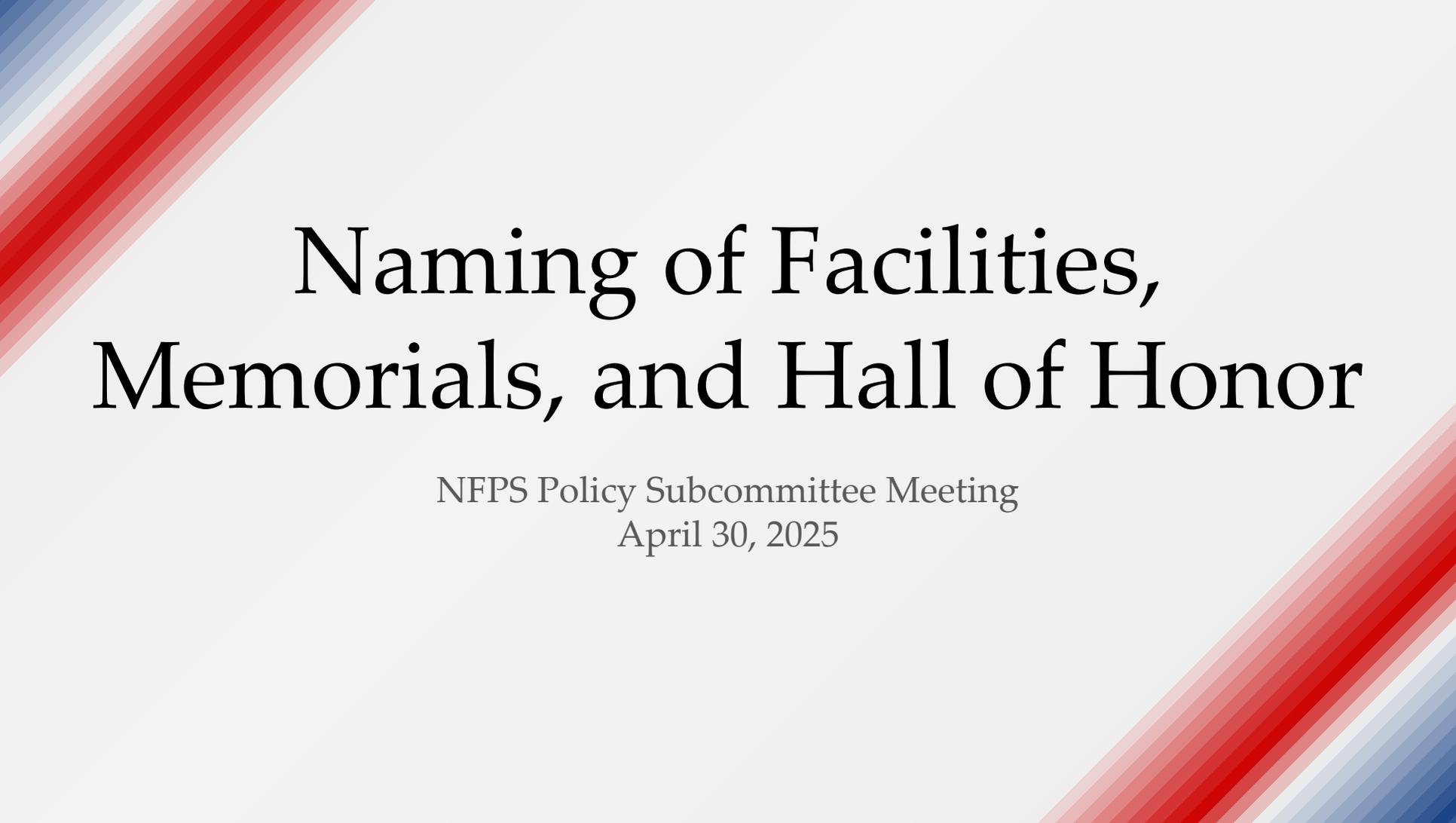
Construction

Concepts and Roles in Planning for Educational Facilities (continued)

Legal Reference: New Fairfield Code of Ordinances, Division 8, Building Committee

Policy adopted: May 1, 2003
Policy revised: June 21, 2007
Policy revised: June 19, 2008
Policy revised: December 4, 2008
Policy revised: June 6, 2019
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut



Naming of Facilities, Memorials, and Hall of Honor

NFPS Policy Subcommittee Meeting
April 30, 2025

Themes from Research

- Naming of Facilities
 - Outlining categories/areas/criteria of recognition
 - Recognition of significant financial donations
 - Longevity and/or Separation Guidelines
- Naming Process
 - Requirement of Board & Superintendent Approval
 - Inclusive Committee
 - Board, Administration, Community
 - Length of naming

Themes from Research

- Memorials: Process
 - Should have easily understood criteria and cost
 - Provide consistency in implementation
 - Benefit to current students and the school
- Aesthetics & Durability
 - Typically benches or trees
 - Style, type, and placement determined by administration
 - Donation should include cost for purchase, installation, and initial maintenance
 - Donation should also include contribution to scholarships and/or student assistance accounts

Hall of Honor

- New Building → New Requests
- Expansion of ways to honor contributors to the school community
- Alternative to Naming Facilities

The Plan:

- Replace the former “Athletic Hall of Fame” with the “New Fairfield High School Rebels Hall of Honor”
 - Inclusive of Athletics, Performing Arts, Distinguished Alumni, and Community Contributions
- Standardizes practices, addresses questions from the past

New Fairfield High School Rebels Hall of Honor Bylaws

Article I: Purpose

The New Fairfield High School Rebels Hall of Honor recognizes individuals who have made significant contributions to New Fairfield High School's legacy through excellence in athletics, the performing arts, distinguished alumni achievements, or as dedicated contributors to the school. Its goal is to inspire current and future students by celebrating the accomplishments of past members of the school community.

These bylaws replace and supersede the former New Fairfield High School Athletic Hall of Fame bylaws.

Article II: Hall of Honor Board

1. Composition:

- The Hall of Honor Board will consist of:
 - **The New Fairfield High School School Principal**, who serves as the Chair.
 - **The New Fairfield High School Athletic Director**, who serves as the Secretary
 - **One member of the New Fairfield Board of Education**
 - **One alumni representative**, selected by the Principal

2. Duties:

- Oversee the nomination and selection processes.
- Approve the final list of inductees each year based on the selection committees' recommendations.
- Approve all criteria and subsequent revisions to rubrics used for selection of nominees.
- Review proposals for removal or amendments to the bylaws.

Article III: Eligibility Criteria

1. **Categories of Recognition.** The Hall of Honor will recognize outstanding achievement and contributions across four different categories.

- **Athletics:** Outstanding achievements in individual or team sports, demonstrating excellence during or after their time at the school.
 - Athlete
 - Coach
 - Contributor

- Team
- **Performing Arts:** Exceptional contributions to the fields of music, theater, visual arts, dance, literature, or other creative disciplines. Nominees should have demonstrated significant influence, innovation, or excellence in their pursuits during or after their time at the school.
 - Performer
 - Educator
 - Contributor
- **Distinguished Alumni:** Alumni who have achieved notable success in their professional careers, community leadership, or other areas of societal impact.
- **Contributors to the School:** Individuals who have provided exceptional service, support, or dedication to the school through volunteering, philanthropy, or other means.

2. Enrollment and Service Time Requirements

- The following requirements shall apply to all nominees in each category:
 - **Athletics**
 - **Athlete:** Minimum of two full years of enrollment at New Fairfield High School. Must have earned their diploma from New Fairfield High School. High School accomplishments under consideration are limited to those made as part of the New Fairfield High School athletic program.
 - **Coach:** Minimum of ten (10) years of service as a coach at New Fairfield High School. Accomplishments under consideration are limited to those made as part of the New Fairfield High School athletic program.
 - **Performing Arts**
 - **Performer:** Minimum of two full years of enrollment at New Fairfield High School. Must have earned their diploma from New Fairfield High School. High School accomplishments under consideration are limited to those made as part of New Fairfield High School programs.
 - **Educator:** Minimum of ten (10) years of service as an educator at New Fairfield High School. Accomplishments under consideration are limited to those made as part of New Fairfield High School programs.
 - **Distinguished Alumni**
 - Minimum of two full years of enrollment at New Fairfield High School. Must have earned their diploma from New Fairfield High School.
 - **Contributors to the School**
 - **Community Member:** No service time requirement. Contributions should be considered significant over an extended period of time to the betterment of the New Fairfield High School community.
 - **Educators and Staff:** Minimum of ten (10) years of service as an educator at New Fairfield High School. Accomplishments under consideration are limited to those made as part of New Fairfield High School programs.

3. Separation Period:

- **Reasoning:** The separation period ensures that nominees' achievements and contributions are evaluated with the benefit of hindsight, allowing for a more comprehensive assessment of their impact and legacy.
- Nominees for Athlete, Performer, and Distinguished Alumni must have graduated from the school at least **five years** prior to nomination. Active coaches and athletes are not eligible for nomination.
- Nominees for Coach, Educator and Staff must have ended their direct affiliation and/or employment with the school at least **two years** prior to nomination.

4. Other Criteria:

- Individuals previously inducted into the former "Athletics Hall of Fame" shall be included in the Rebels Hall of Honor. Previous inductees' membership in the Rebels Hall of Honor are subject to Article VII of these bylaws.
- Nominees may include alumni, former faculty, or community members who have made a lasting impact on the school.
- Achievements must reflect the values and mission of the school.
- Posthumous nominations are permitted, and must follow all criteria and the separation period outlined above.

Article IV: Nomination Process

1. Nomination Period:

- Nominations will be accepted annually beginning August 1 through December 31 for induction during the following year.
- Nominations will be decided upon by June 30.

2. Submission Requirements:

- A completed nomination form detailing the nominee's achievements and contributions.
- Supporting documentation, such as awards, press articles, or letters of recommendation.
- Nominations shall be active for **five years**. After this point, nominations must be resubmitted.

3. Selection Committees:

- There will be three (3) Selection Committees:
 - Athletics
 - Performing Arts
 - Distinguished Alumni & Contributors
- Each Selection Committee will consist of the following members. All members shall be appointed by the Principal.
 - **One Selection Chair**
 - **One alumni representative**
 - **One current faculty or staff member**
 - **One community representative**

- **One student representative** from the senior class.
- Each Selection Committee may meet beginning in January following the close of nominations, and must make its recommendation(s) for induction to the Hall of Honor Board Chair no later than May 1.
- The Chair will, to the greatest extent possible, select alumni, faculty, community, and student representatives who are able to collectively represent the four recognition categories.

Article V: Selection Process

1. Review and Evaluation:

- Each Selection Committee will evaluate all nominations based on the established eligibility criteria (see Appendix).
- Nominees will generally be scored for their impact, legacy, and alignment with the Hall of Honor's mission.
- Criteria rubrics may be changed by a majority vote of the Hall of Honor Board, prior to the nomination deadline.
- Rubric scoring is confidential.
- The Selection Committees may meet in person or via electronic conferencing, at the discretion of each Selection Chair. All members of the Selection Committee must be present at any discussion or vote on nominations.

2. Final Approval:

- The top candidates, no more than three (3), will be presented to the Hall of Honor Board by each Selection Committee for final approval.
- A maximum of **five inductees** will be selected each year to maintain exclusivity.
- No more than **two inductees** may be selected from any of the four main categories.

3. Acceptance By Nominee:

- Nominees approved for induction will be notified by the Hall of Honor Board Secretary within 48 hours of approval.
- Nominees will have ten (10) business days from the time of notification to accept induction. Should a nominee decline induction or fail to respond within the established time frame, they will not be eligible for nomination or induction for ten (10) years.

Article VI: Induction Ceremony

1. Timing and Venue:

- The induction ceremony will take place annually, typically in conjunction with a significant school event (e.g., Homecoming).

2. Recognition:

- Inductees will be honored with a permanent display within the school. The display may be **physical or digital**, showcasing the inductees' achievements and contributions.
- Each inductee will receive a commemorative plaque or similar token of recognition.

Article VII: Removal from the Hall of Honor

1. Criteria for Removal:

- Inductees may be removed from the Hall of Honor if they are found to have engaged in actions that significantly tarnish the reputation of the school or contradict its values.
- A written proposal for removal must be submitted to the Hall of Honor Board, supported by evidence.
- Removal requires a 75% majority vote by the Hall of Honor Board.

Article VIII: Amendments

Amendments to these bylaws may be proposed by the Hall of Honor Board and must be approved by a two-thirds majority vote of its members.

Appendix A: Athletics Criteria

Category	Exemplary (5 points)	Noteworthy (4 points)	Commendable (3 points)	Insufficient Evidence (1-2 points)	Not Evident (0 points)
Athletic Achievement	Multiple state titles, all-state recognition, school records, or national honors.	District/regional champion, all-conference, key team leadership roles.	Varsity athlete with notable contributions; occasional honors or awards.	Limited information on accomplishments; some participation indicated but unclear.	Participation without notable achievement or recognition.
Sportsmanship	Consistently demonstrated leadership, integrity, and respect on and off the field.	Generally showed good sportsmanship; occasional leadership moments.	Sportsmanship demonstrated inconsistently; occasional conflicts or issues.	Insufficient evidence to assess sportsmanship consistently.	Documented poor sportsmanship or major infractions.
Contribution to School Legacy	Strong positive influence on school culture, athletic reputation, or inspired future athletes.	Recognized contributor to athletic programs' growth or image.	Some impact on athletic culture; remembered by teammates or coaches.	Minimal, unclear, or anecdotal evidence of lasting impact.	No observable or lasting impact on school athletics.
Character and Citizenship	Outstanding community service, positive role model, recognized personal integrity.	Involvement in community; generally respected for character and leadership.	Limited community involvement; mostly positive reputation.	Insufficient evidence to evaluate character or citizenship.	Evidence of poor character, legal issues, or disciplinary problems.

Appendix B: Performing Arts Criteria

Category	Exemplary (5 points)	Noteworthy (4 points)	Commendable (3 points)	Insufficient Evidence (1-2 points)	Not Evident (0 points)
Artistic Achievement	Multiple state, regional, or national awards; lead roles; solo performances; major contributions to productions.	District/regional honors; key roles or recognitions within school or community programs.	Consistent participation with notable contributions; occasional honors.	Limited information on artistic achievement; some participation indicated but unclear.	Participation without notable achievements, roles, or honors.
Artistic Excellence and Growth	Demonstrated superior skill development, creative expression, and artistic leadership across years.	Clear artistic growth; occasional leadership or creative initiative in performances.	Steady participation with moderate skill improvement over time.	Insufficient evidence to determine artistic growth or leadership.	No observable artistic growth or leadership.
Contribution to School Arts Legacy	Strong positive impact on school's performing arts culture, reputation, or inspired future performers.	Recognized contributor to growth and success of performing arts programs.	Some remembered contributions to performing arts culture.	Minimal, unclear, or anecdotal evidence of legacy impact.	No lasting contribution to the arts program.
Character and Citizenship	Outstanding community service through the arts; positive role model; exemplary personal integrity.	Actively involved in arts-related community events; generally respected for character.	Limited community involvement; mostly positive personal reputation.	Insufficient evidence to evaluate character or citizenship.	Evidence of poor character, legal issues, or major disciplinary problems.

Appendix C: Distinguished Alumni Criteria

Category	Exemplary (5 points)	Noteworthy (4 points)	Commendable (3 points)	Insufficient Evidence (1–2 points)	Not Evident (0 points)
Professional Achievement	Exceptional career success; leadership positions; significant awards, innovations, or national recognition.	Sustained professional success with notable leadership or recognition in field.	Solid career progression with some noteworthy achievements.	Limited or unclear information on professional success.	No significant professional achievements documented.
Service to Community or Society	Major contributions to public service, nonprofit leadership, philanthropy, or community impact.	Consistent engagement in community or volunteer activities with meaningful outcomes.	Occasional community involvement; positive local contributions.	Insufficient evidence of sustained community or societal contributions.	No record of community service or societal impact.
Contribution to School Legacy	Actively supports or promotes alma mater; significant contributions (mentorship, donations, events).	Occasional supporter or advocate for school initiatives or events.	Some remembered involvement with school post-graduation.	Minimal or unclear ongoing connection to alma mater.	No discernible connection or support for the school after graduation.
Personal Integrity and Character	Widely recognized for ethical leadership, integrity, and positive personal values.	Generally respected for good character and professionalism.	Mostly positive reputation with minor concerns or limited information.	Insufficient evidence to judge character consistently.	Known issues with integrity, professional misconduct, or legal troubles.
Achievement in Other Fields (Arts, Sciences, Athletics, Military, Public Service, Entrepreneurship)	Outstanding success in additional fields beyond primary profession; multiple areas of distinction.	Recognized achievement in at least one other notable field outside primary career.	Some contributions or involvement in a secondary field.	Minimal or unclear contributions in other fields.	No notable achievements outside primary career path.

Appendix D: Contributor Criteria

Category	Exemplary (5 points)	Noteworthy (4 points)	Commendable (3 points)	Insufficient Evidence (1–2 points)	Not Evident (0 points)
Service to School Community	Provided transformational service or leadership that significantly enhanced the school environment, programs, or reputation.	Consistent, meaningful service that positively impacted school operations or culture.	Provided valuable service or support in specific areas or during key times.	Limited information or unclear impact of service.	No documented meaningful service to the school community.
Longevity and Commitment	Sustained involvement over many years with exceptional dedication and continuity.	Long-term commitment with periodic active involvement.	Some periods of active service or support; moderate duration.	Minimal information about duration or consistency of involvement.	No sustained or significant involvement with the school.
Impact on Students and Staff	Significantly influenced the lives of students and/or staff through mentorship, programs, or support efforts.	Positively influenced students or staff with noticeable contributions or relationships.	Some influence on individuals or small groups.	Insufficient evidence of measurable or lasting influence.	No observable or lasting impact on students or staff.
Advocacy for Education/ School Mission	Actively promoted and upheld the mission, vision, and values of the school; championed educational initiatives.	Occasionally advocated for educational goals or supported school initiatives.	Limited but positive alignment with school mission and values.	Insufficient evidence of advocacy or support for school mission.	Actions contrary to or disconnected from school mission and goals.
Character and Citizenship	Widely recognized for outstanding character, integrity, and community leadership.	Respected for positive character, ethical behavior, and professionalism.	Generally positive reputation with minor concerns or limited visibility.	Insufficient evidence to assess character and citizenship.	Evidence of poor character, misconduct, or negative impact on school or community.

