

Board of Education Regular Meeting 2016  
Wednesday, November 2, 2016 7:00 PM  
Eastern

New Fairfield Community Room  
3 Brush Hill Road  
New Fairfield, CT 06812

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF THE MINUTES
  - III.A. October 20, 2016 - Regular
- IV. APPROVAL OF THE AGENDA
- V. PUBLIC PARTICIPATION - The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than fifteen (15) minutes. People who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and please do not repeat a previous comment. We know you will observe the rules of common courtesy. Thanks. [9320(a) of Board Bylaws]
- VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS
  - VI.A. Chairman's Report
  - VI.B. Superintendent's Report
  - VI.C. Student Representatives' Report
  - VI.D. Committee Reports
    - VI.D.1. Curriculum
    - VI.D.2. Communications/Community Outreach
    - VI.D.3. Policy
- VII. INFORMATION ITEMS
  - VII.A. Consolidated School and Meeting House Hill School Presentation – Morning Meeting
  - VII.B. Consolidated School Parking Lot Reconstruction
  - VII.C. Board of Education Policies (First Reading)
    - VII.C.1. Policy 5131.911 – Hazing – Bullying
    - VII.C.2. Policy 5145.5 – Student Sexual Harassment
- VIII. ACTION ITEMS
  - VIII.A. Personnel Report
  - VIII.B. Board of Education Policies
    - VIII.B.1. Policy 1700 – Otherwise Lawful Possession of Firearms on School Property
    - VIII.B.2. Policy 3542 – School Lunch Service
    - VIII.B.3. Policy 4111/4211 – Recruitment and Selection
    - VIII.B.4. Policy 4112.5/4212.5 – Security Check/Fingerprinting
    - VIII.B.5. Policy 4112.51/4212.51 – Employment/Reference Checks
    - VIII.B.6. Policy 4118.235/4218.235 - Alcohol, Drugs and Tobacco
    - VIII.B.7. Policy 4121 – Substitute Teachers
    - VIII.B.8. Policy 5131.6 – Alcohol, Drugs and Tobacco

VIII.B.9. Policy 5131.601, 4118.236/4218.236 – Medical (Palliative) Use of Marijuana

VIII.B.10. Policy 5141.4 – Reporting Child Abuse/Neglect or Sexual Assault

VIII.B.11. Policy 5145.53 – Gender Identity and Expression

VIII.B.12. Policy 6141.321 – Computers: Acceptable Use and Internet Safety Policy

VIII.B.13. Policy 6142 – Basic Instructional Program

VIII.B.14. Policy 6146 – Graduation Requirements

VIII.C. Approval of Grant Application

VIII.C.1. Unified Art

IX. BOARD MEMBER COMMENTS

X. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING DOCUMENTS RELATED TO COLLECTIVE BARGAINING

XI. ADJOURNMENT

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

The New Fairfield Board of Education held a regular meeting on Thursday, October 20, 2016,  
at 7:00 p.m. in the New Fairfield Community Room, 33 Route 37, New Fairfield, CT.

**MINUTES – October 20, 2016**

**PRESENT:** Steve Burfeind (Chairman), Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

**ABSENT:** Kevin Hearty and Susan Starr

**ALSO PRESENT:** Superintendent of Schools Dr. Alicia Roy, Chief Academic Officer Dr. Jason McKinnon, Business Manager Craig McClain, STEAM Director and Intervention Coordinator Keegan Finlayson, Consolidated School Principal Robert Spino, Director of Buildings and Grounds Phil Ross and Director of Technology Aaron Herold

**I. CALL TO ORDER:** Chairman Steve Burfeind called the meeting to order at 7:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF THE MINUTES**

A. October 6, 2016 - Special Meeting

B. October 6, 2016 - Regular Meeting

**MOTION:** Sean Loughran made a motion to approve the minutes of the October 6, 2016, special meeting as presented. Jay Voss seconded the motion. **IN FAVOR:** Steve Burfeind, Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

**MOTION:** Amy Tozzo made a motion to approve the minutes of the October 6, 2016, regular meeting as presented. Ed Sbordone seconded the motion. **IN FAVOR:** Steve Burfeind, Douglas DeRito, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss  
**ABSTAINED:** Sean Loughran

**IV. APPROVAL OF THE AGENDA**

**MOTION:** Steve Burfeind made a motion to approve the agenda to for tonight's meeting as presented. Sean Loughran seconded the motion. **IN FAVOR:** Steve Burfeind, Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

**V. PUBLIC PARTICIPATION**

Cille Grabert invited everyone to the Prevention Council Community Conversation on Wednesday, November 9<sup>th</sup> in the New Fairfield High School library and encouraged input from the community.

Patrick Bower spoke of the attorney findings regarding the recent BOE videos.

## **VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS**

A. Chairman's Report - Chairman Steve Burfeind announced that the school district and Dr. Roy were recognized for receiving an Honorable Mention in Award of Excellence for Educational Communications for the district calendar. Dr. Roy's Budget Presentation won an award for Computer Generated Project, the sixth year in a row she has received the top award for Computer Generated Project.

B. Superintendent's Report - Dr. Alicia Roy spoke of the following:

- The NEASC (New England Association of Schools and Colleges) accreditation dates have been set for October 21-24, 2018. This occurs every ten years.
- Middle School Principal Mrs. Christine Baldelli and High School Principal Dr. Richard Sanzo are currently attending the League of Innovative Schools Conference.
- Mrs. Baldelli recently attended the Association of Middle Level Educators Conference in Texas, courtesy of the Connecticut Association of Schools.
- Congratulated Consolidated School Paraprofessional Cille Grabert for being a state semi-finalist for the 2017 State Para of the Year.
- The National Honor Society Induction was held on Tuesday, October 18<sup>th</sup>.
- The first BOE meeting for November will be held on Wednesday, November 2<sup>nd</sup> instead of the usual 1<sup>st</sup> Thursday, as noted in the district calendar.

C. Student Representatives' Report

Junior Representative Jared Przyborowski reported on the following:

- Next week is Spirit Week at the high school.
- The Homecoming Football game will be held on Friday, October 28<sup>th</sup>.
- The Homecoming Dance will be held on Saturday, October 29<sup>th</sup>.
- Tuesday, Oct. 25<sup>th</sup> and Wednesday, Oct. 26<sup>th</sup> are delayed openings and Thursday, Oct. 27<sup>th</sup> is early dismissal due to conferences.

D. Committee Reports

1. Business Operations/Resource Management - Met on Oct. 20<sup>th</sup>. The following items were discussed and are on tonight's agenda - budget transfers, Consolidated School parking lot and budget vs. actual numbers. The subcommittee also discussed attrition and the FY2018 budget.

E. Liaison Reports

1. Board of Finance - Ed Sbordone noted that the BOF met on Oct. 19<sup>th</sup> and discussed General Fund policies including surpluses and budget presentation guidance.
2. Parks and Recreation - Met on Oct. 11<sup>th</sup> and discussed the pavilion that will be built at the playground next spring.
3. Technology - This meeting was rescheduled until December.

## VII. INFORMATION ITEMS

### A. Teacher Data Dashboards

Director of Technology Aaron Herold gave a presentation regarding the new Teacher Data Dashboards and how this tool can be helpful for teachers to affect teaching and learning. With this dashboard, teachers can go back and look at scores of their current students, including past years. Several categories for this dashboard will be fully accessible soon. This dashboard can be helpful in identifying specific needs and progress of students.

STEAM Director and Intervention Coordinator Keegan Finlayson spoke of specifics of this dashboard.

Mr. Herold spoke of possible updates and changes that will be captured in a blog in the near future.

The Board thanked Mr. Herold for his extraordinary work on this project.

### B. Board of Education Policies

Steve Burfeind noted that these policies will be voted on at the next BOE meeting on November 2<sup>nd</sup>.

1. Policy 1700- Otherwise Lawful Possession of Firearms on School Property
2. Policy 3542- School Lunch Service
3. Policy 4111/4211- Recruitment and Selection
4. Policy 4112.5/4212.5- Security Check/Fingerprinting
5. Policy 4112.51/4212.51- Employment/Reference Checks
6. Policy 4118.235/4218.235- Alcohol, Drugs and Tobacco
7. Policy 4121- Substitute Teachers
8. Policy 5131.6- Alcohol, Drugs and Tobacco
9. Policy 5131.601- Medical (Palliative) Use of Marijuana
10. Policy 5141.4- Reporting Child Abuse/Neglect or Sexual Assault
11. Policy 5145.53- Gender Identity and Expression
12. Policy 6141.321- Computers: Acceptable Use and Internet Safety Policy
13. Policy 6142- Basic Instructional Program
14. Policy 6146- Graduation Requirements

## VIII. ACTION ITEMS

### A. Personnel Report

**MOTION:** Steve Burfeind made a motion to accept the Personnel Report dated October 13, 2016, as recommended by the administration. Jay Voss seconded the motion. **IN FAVOR:** Steve Burfeind, Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

### B. Board of Education Member Request

**MOTION:** Douglas DeRito made a motion to recommend to the full Board approval of the Board of Education Member Request for additional information on the monthly budget updates. Ed Sbordone seconded the motion. **IN FAVOR:** Steve Burfeind,

Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

Douglas DeRito spoke of this request to improve transparency in tracking expenses and giving a breakdown on a monthly basis.

C. 2016-2017 Fiscal Year Budget Transfers

**MOTION:** Sean Loughran made a motion to recommend to the full Board of Education the requested 2016-17 FY budget transfers as presented. Ed Sbordone seconded the motion. **IN FAVOR:** Steve Burfeind, Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

Sean Loughran spoke of these transfers and spoke specifically of attrition.

D. Consolidated School Parking Lot Reconstruction

**MOTION:** Douglas DeRito made a motion to discuss the proposal for the Consolidated School Parking lot reconstruction. Sean Loughran seconded the motion. **IN FAVOR:** Steve Burfeind, Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

Director of Buildings and Grounds Phil Ross and Consolidated School Principal Rob Spino spoke of the challenges of the Consolidated School parking lot. It was noted that there is currently \$104,000.00 in the budget and the proposed cost of this project is approximately \$148,000.00. Dr. Roy spoke of changes to the codes that will affect this project. It was noted that the Fire Department has been involved in the design of this project, and current code requirements have been met in the design. The project will be constructed next summer, if approved. The Board discussed the cost of paving this parking lot. It was decided that this item will be discussed more at its next meeting.

**IX. BOARD MEMBER COMMENTS**

Samantha Mannion thanked Amy Jacques and Bibi John for all their work with instating Unified Arts in the Middle School.

Amy Tozzo asked about the recent video made regarding the BOE and whether or not the BOE should respond to the community regarding it. It was the consensus of the Board members that it is prudent to focus on the future and not respond to comments regarding the video.

**X. ADJOURNMENT** - Sean Loughran made a motion to adjourn the meeting at 8:33 p.m. Amy Tozzo seconded the motion. **IN FAVOR:** Steve Burfeind, Douglas DeRito, Sean Loughran, Samantha Mannion, Ed Sbordone, Amy Tozzo and Jay Voss

Respectfully submitted,  
Suzanne Kloos



# NEW FAIRFIELD PUBLIC SCHOOLS

3 Brush Hill Road, New Fairfield, CT 06812

Fax: 203-312-5609 [www.newfairfieldschools.org](http://www.newfairfieldschools.org)

**Dr. Alicia M. Roy**, Superintendent  
203-312-5770

**Dr. Jason McKinnon**, Chief Academic Officer  
203-312-5755

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Consolidated School and Meeting House Hill School Presentation – Morning Meeting link

[https://docs.google.com/a/newfairfieldschools.org/presentation/d/1xGp06R-AkPt0YVoHHZT\\_GUAMpydPtrTP76hQ5tVf\\_W4/edit?usp=sharing](https://docs.google.com/a/newfairfieldschools.org/presentation/d/1xGp06R-AkPt0YVoHHZT_GUAMpydPtrTP76hQ5tVf_W4/edit?usp=sharing)

**TOWN OF NEW FAIRFIELD**  
**CONSOLIDATED SCHOOL PARKING LOT RECONSTRUCTION**

**OPINION OF PROBABLE CONSTRUCTION COST**

Project: Consolidated School Parking Lot Reconstruction  
 Project #: 83618.00  
 Project #:  
 Location: 12 Gigliotti Road  
 Location: New Fairfield, Connecticut

Computed By: WGW  
 Checked By:  
 Date: 10/11/16  
 Revised:  
 Revised:

**A. MAJOR ITEMS**

Item Description	Units	Quantity	Unit Price	Cost
<b>Division 1 - General Requirements</b>				
INLET PROTECTION - EXISTING DRAINAGE SYSTEM	ea.	7	\$200.00	\$1,400.00
SILT FENCE	l.f.	70	\$5.00	\$350.00
CONCRETE WASHOUT AREA	ea.	1	\$800.00	\$800.00
TREE OR LIGHT POLE PROTECTION	ea.	2	\$250.00	\$500.00
<b>Division 2 - Existing Conditions</b>				
SITE DEMOLITION - REMOVAL OF CURBING	l.f.	600	\$3.50	\$2,100.00
SITE DEMOLITION - REMOVAL OF CONCRETE SIDEWALK	s.y.	120	\$18.00	\$2,160.00
SITE DEMOLITION - REMOVAL OF BITUMINOUS PAVEMENT AND SUBBASE	s.y.	630	\$4.00	\$2,520.00
SITE DEMOLITION - REMOVAL OF PAVEMENT MARKINGS (BLACKOUT PAINT)	s.f.	900	\$3.00	\$2,700.00
SITE DEMOLITION - REMOVE PAVEMENT MARKING SYMBOLS	s.f.	430	\$3.00	\$1,290.00
SITE DEMOLITION - SAWCUT BITUMINOUS PAVEMENT	l.f.	500	\$6.00	\$3,000.00
<b>Division 3 - Concrete</b>				
CONCRETE SIDEWALK (8" BASE/6" CONCRETE/WWR)	s.f.	1,020	\$15.00	\$15,300.00
CONCRETE SIDEWALK RAMPS	s.f.	50	\$13.00	\$650.00
CONCRETE CURB	l.f.	280	\$25.00	\$7,000.00
TACTILE WARNING STRIP	ea.	13	\$200.00	\$2,600.00
<b>Division 31 - Earthwork</b>				
ROUGH GRADING	s.f.	5,000	\$0.15	\$750.00
FINE GRADING	s.f.	5,000	\$0.15	\$750.00
EARTHWORK	c.y.	150	\$15.00	\$2,250.00
STRIP TOPSOIL AND STOCKPILE FOR REUSE	c.y.	100	\$21.00	\$2,100.00
GRANULAR FILL	c.y.	100	\$40.00	\$4,000.00
<b>Division 32 - Exterior Improvements</b>				
BITUMINOUS CONCRETE PAVEMENT - 3"	tons	110	\$115.00	\$12,650.00
PERVIOUS CONCRETE TURF PAVERS	s.f.	1,000	\$25.00	\$25,000.00
HANDICAP SYMBOL	ea.	5	\$75.00	\$375.00
VISITOR PARKING LETTERING	ea.	12	\$75.00	\$900.00
DIRECTIONAL ARROWS	ea.	7	\$52.50	\$367.50
HANDICAP PARKING SIGNS	ea.	5	\$350.00	\$1,750.00
4" WHITE PAINTED PAVEMENT MARKINGS	l.f.	2,000	\$0.30	\$600.00
12" WHITE PAINTED PAVEMENT MARKINGS	l.f.	100	\$1.50	\$150.00
MODULAR BLOCK RETAINING WALL, 4' HIGH	l.f.	115	\$150.00	\$17,250.00
SEEDING	s.f.	3,850	\$0.25	\$962.50
<b>Division 33 - Utilities</b>				
DRAINAGE - CONVERT CATCH BASIN TO MANHOLE	ea.	3	\$1,500.00	\$4,500.00
DRAINAGE - SHALLOW DROP INLET (TYPE "C")	ea.	2	\$3,500.00	\$7,000.00
DRAINAGE - 6" HDPE UNDERDRAIN	l.f.	105	\$20.00	\$2,100.00
DRAINAGE - 12" HIGH DENSITY POLYETHYLENE PIPE IN TRENCH	l.f.	12	\$50.00	\$600.00

**MAJOR ITEMS COST: \$126,425.00**

**B. LUMP SUM ITEMS (% OF "MAJOR ITEMS" AS INDICATED)**

Item Description	Units	Quantity	Percentage	Cost
MOBILIZATION AND PROJECT CLOSEOUT	l.s.	1	5.0%	\$6,321.25
CONSTRUCTION STAKING	l.s.	1	1.0%	\$1,264.25

**LUMP SUM ITEMS COST: \$7,585.50**

**Legend**

s.y. = Square Yard      ea. = Each  
 c.y. = Cubic Yard      l.f. = Linear Foot  
 s.f. = Square Foot      l.s. = Lump Sum

**SUBTOTAL A+B: \$134,010.50**

**C. CONTINGENCY AND INCIDENTALS (10% OF SUBTOTAL A+B)**

**\$13,401.05**

**TOTAL PROJECT COST: \$147,411.55**

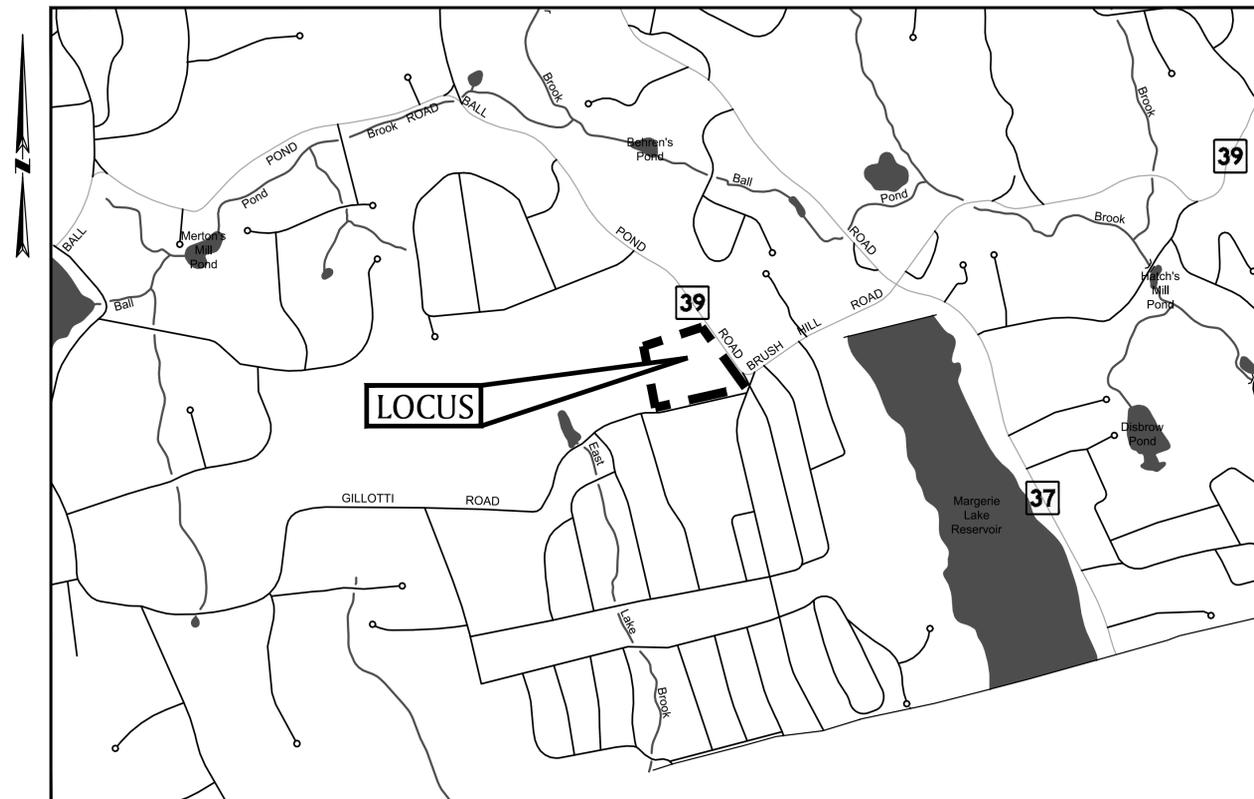
**SAY: \$148,000**

# CONSOLIDATED SCHOOL PARKING LOT RECONSTRUCTION

12 GILLOTTI ROAD  
NEW FAIRFIELD, CONNECTICUT  
SEPTEMBER 9, 2016

## INDEX OF DRAWINGS

T-1.0	TITLE SHEET
EC-1.0-1.2	EXISTING CONDITIONS PLANS
C-1.0	SITE PREPARATION PLAN
C-2.0	SITE PLAN
C-3.0	GRADING & DRAINAGE PLAN
C-4.0	PAVEMENT MARKING & SIGNAGE PLAN
C-5.0-5.1	DETAILS



LOCUS MAP

500 0 1000 2000 3000 feet  
SCALE: 1"=1000'

DRAFT BID DOCUMENTS

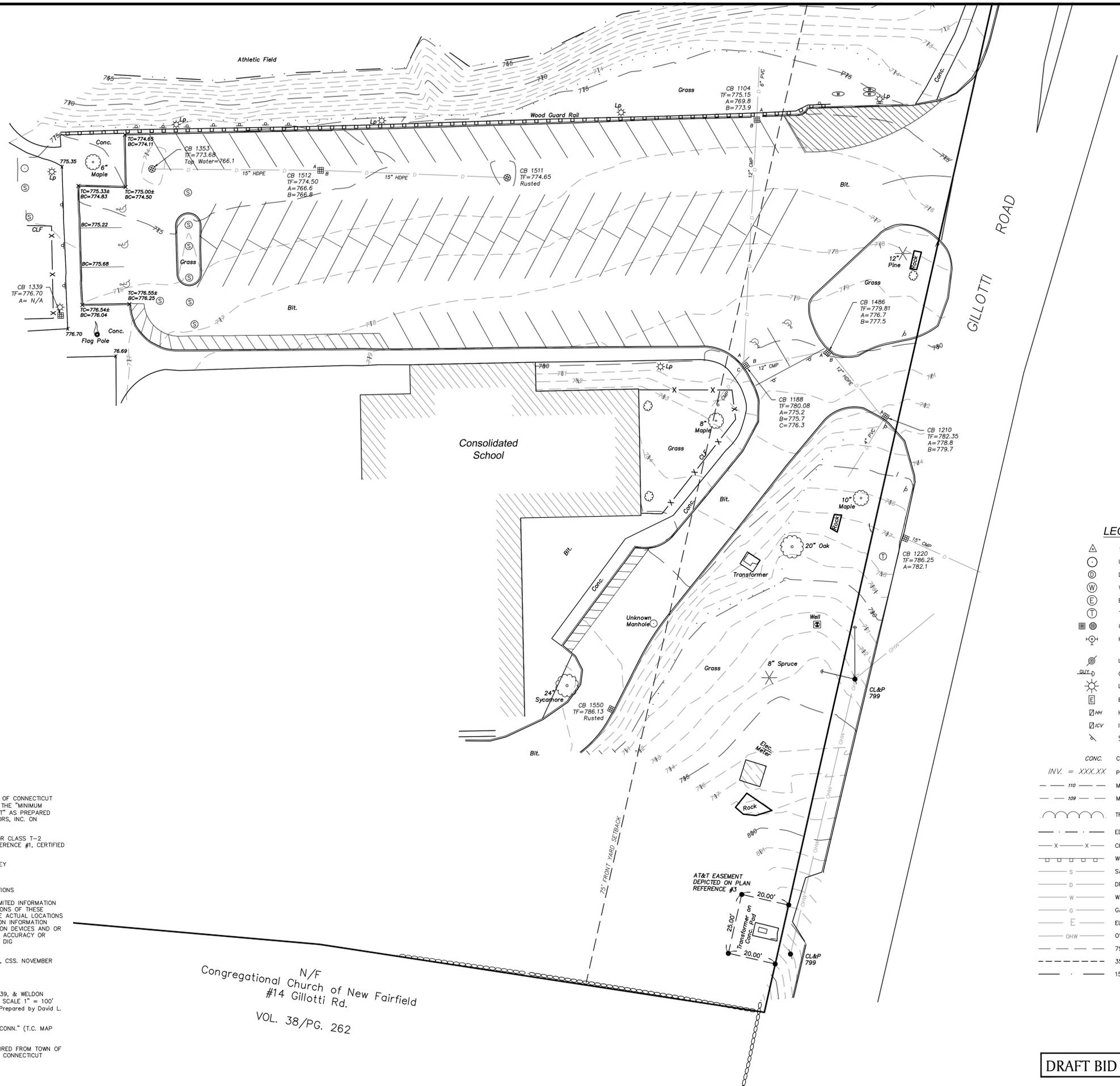
PREPARED FOR:

TOWN OF NEW FAIRFIELD  
4 BRUSH HILL ROAD  
NEW FAIRFIELD, CT 06612

PREPARED BY:

 **BSC GROUP**  
300 Winding Brook Drive  
Glastonbury, Connecticut 06033  
860 652 8227





REPRODUCTIONS OF THIS PLAN ARE INVALID UNLESS THEY BEAR THE EMBOSSED SEAL OF THE UNDERSIGNED PROFESSIONAL.

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

MICHAEL C. HEALEY, P.L.S. No. 17247

**CONSOLIDATED SCHOOL PARKING LOT RECONSTRUCTION**

12 GILLOTTI ROAD

IN NEW FAIRFIELD CONNECTICUT

**EXISTING CONDITIONS PLAN**

SEPTEMBER 9, 2016

REVISIONS:


PREPARED FOR:  
TOWN OF NEW FAIRFIELD  
4 BRUSH HILL ROAD  
NEW FAIRFIELD, CT 06612

**BSC GROUP**

300 Winding Brook Drive  
Glastonbury, Connecticut 06033  
860 652 8227

© 2016 BSC GROUP, INC.  
SCALE: 1" = 20'  
0 10 20 40 FEET

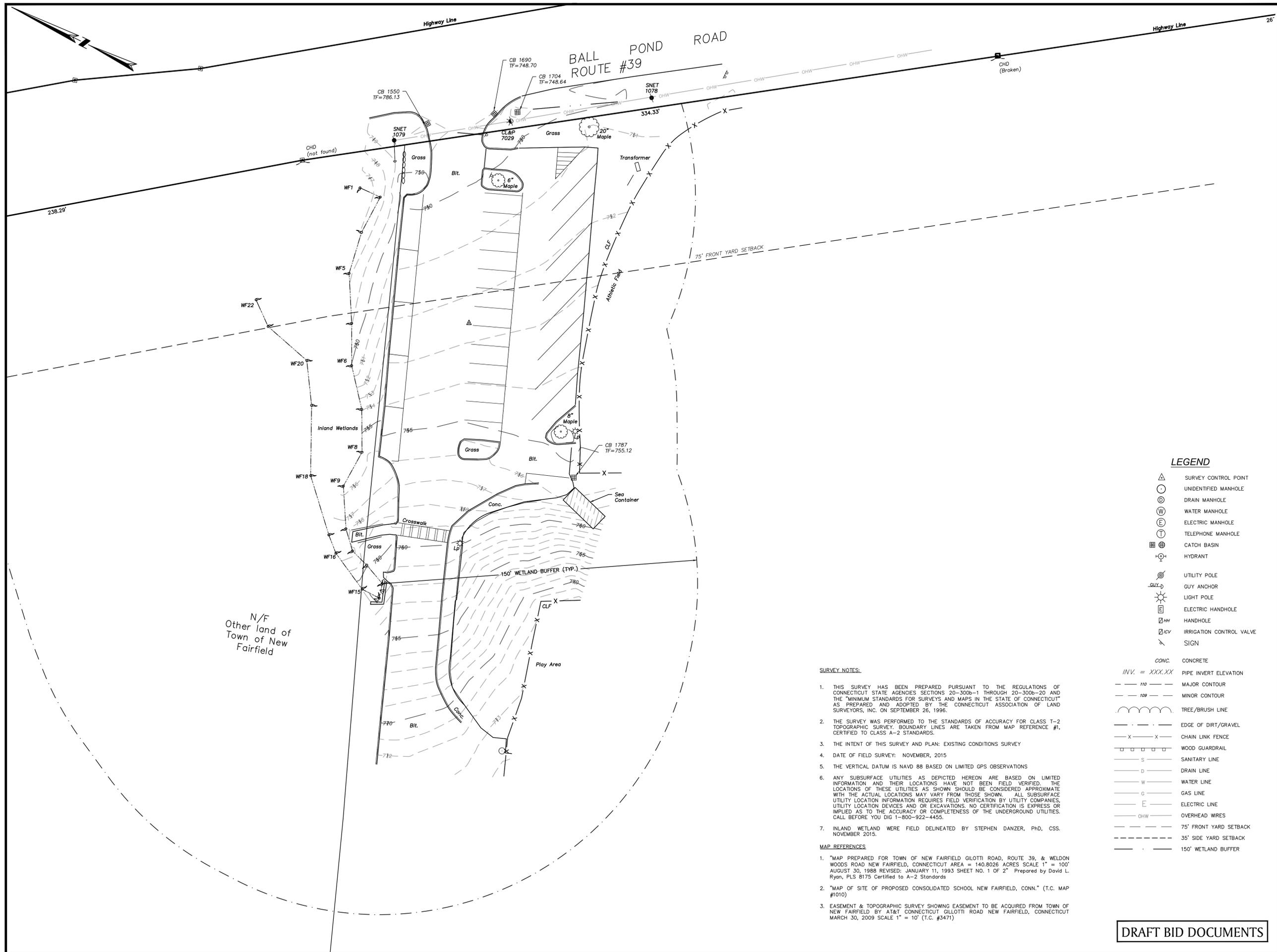
FILE: 8361800-EC.DWG  
DWG. NO:  
JOB. NO: 83618.00 **EC-1.1**

- LEGEND**
- △ SURVEY CONTROL POINT
  - UNIDENTIFIED MANHOLE
  - ⊙ DRAIN MANHOLE
  - ⊕ WATER MANHOLE
  - ⊖ ELECTRIC MANHOLE
  - ⊗ TELEPHONE MANHOLE
  - ⊘ CATCH BASIN
  - ⊙+ HYDRANT
  - ⊙ UTILITY POLE
  - ⊙ GUY ANCHOR
  - ⊙ LIGHT POLE
  - ⊙ ELECTRIC HANDHOLE
  - ⊙ HANDHOLE
  - ⊙ IRRIGATION CONTROL VALVE
  - ⊙ SIGN
  - CONC. CONCRETE
  - INV. = XXX.XX PIPE INVERT ELEVATION
  - 110 MAJOR CONTOUR
  - 109 MINOR CONTOUR
  - Tree/Brush Line
  - Edge of Dirt/Gravel
  - X-X CHAIN LINK FENCE
  - Wood Guardrail
  - S SANITARY LINE
  - D DRAIN LINE
  - W WATER LINE
  - G GAS LINE
  - E ELECTRIC LINE
  - OHW OVERHEAD WIRES
  - 75' FRONT YARD SETBACK
  - 35' SIDE YARD SETBACK
  - 150' WETLAND BUFFER

- SURVEY NOTES:**
- THIS SURVEY HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20 AND THE "MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS PREPARED AND ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996.
  - THE SURVEY WAS PERFORMED TO THE STANDARDS OF ACCURACY FOR CLASS T-2 TOPOGRAPHIC SURVEY. BOUNDARY LINES ARE TAKEN FROM MAP REFERENCE #1, CERTIFIED TO CLASS A-2 STANDARDS.
  - THE INTENT OF THIS SURVEY AND PLAN: EXISTING CONDITIONS SURVEY
  - DATE OF FIELD SURVEY: NOVEMBER, 2015
  - THE VERTICAL DATUM IS NAVD 88 BASED ON LIMITED GPS OBSERVATIONS
  - ANY SUBSURFACE UTILITIES AS DEPICTED HEREON ARE BASED ON LIMITED INFORMATION AND THEIR LOCATIONS HAVE NOT BEEN FIELD VERIFIED. THE LOCATIONS OF THESE UTILITIES AS SHOWN SHOULD BE CONSIDERED APPROXIMATE WITH THE ACTUAL LOCATIONS MAY VARY FROM THOSE SHOWN. ALL SUBSURFACE UTILITY LOCATION INFORMATION REQUIRES FIELD VERIFICATION BY UTILITY COMPANIES, UTILITY LOCATION DEVICES AND OR EXCAVATIONS. NO CERTIFICATION IS EXPRESS OR IMPLIED AS TO THE ACCURACY OR COMPLETENESS OF THE UNDERGROUND UTILITIES. CALL BEFORE YOU DIG 1-800-922-4455.
  - INLAND WETLAND WERE FIELD DELINEATED BY STEPHEN DANZER, PHD, CSS. NOVEMBER 2015.
- MAP REFERENCES**
- "MAP PREPARED FOR TOWN OF NEW FAIRFIELD GILLOTTI ROAD, ROUTE 39, & WELDON WOODS ROAD NEW FAIRFIELD, CONNECTICUT AREA = 140.8026 ACRES SCALE 1" = 100' AUGUST 30, 1988 REVISED: JANUARY 11, 1993 SHEET NO. 1 OF 2" Prepared by David L. Ryan, PLS '8175 Certified to A-2 Standards
  - "MAP OF SITE OF PROPOSED CONSOLIDATED SCHOOL NEW FAIRFIELD, CONN." (T.C. MAP #1010)
  - EASEMENT & TOPOGRAPHIC SURVEY SHOWING EASEMENT TO BE ACQUIRED FROM TOWN OF NEW FAIRFIELD BY AT&T CONNECTICUT GILLOTTI ROAD NEW FAIRFIELD, CONNECTICUT MARCH 30, 2009 SCALE 1" = 10' (T.C. #3471)

N/F  
Congregational Church of New Fairfield  
#14 GilloTTi Rd.  
VOL. 38/Pg. 262

**DRAFT BID DOCUMENTS**



N/F  
Other land of  
Town of New  
Fairfield

REPRODUCTIONS OF THIS PLAN ARE  
INVALID UNLESS THEY BEAR THE EMBOSSED  
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TO MY KNOWLEDGE AND BELIEF, THIS MAP IS  
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MICHAEL C. HEALEY, P.L.S. No. 17247

**CONSOLIDATED  
SCHOOL PARKING  
LOT  
RECONSTRUCTION**

12 GILLOTTI ROAD

IN  
NEW FAIRFIELD  
CONNECTICUT

**EXISTING CONDITIONS  
PLAN**

SEPTEMBER 9, 2016

REVISIONS:


PREPARED FOR:  
TOWN OF NEW FAIRFIELD  
4 BRUSH HILL ROAD  
NEW FAIRFIELD, CT 06612

**BSC GROUP**

300 Winding Brook Drive  
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SCALE: 1" = 20'  
0 10 20 40 FEET

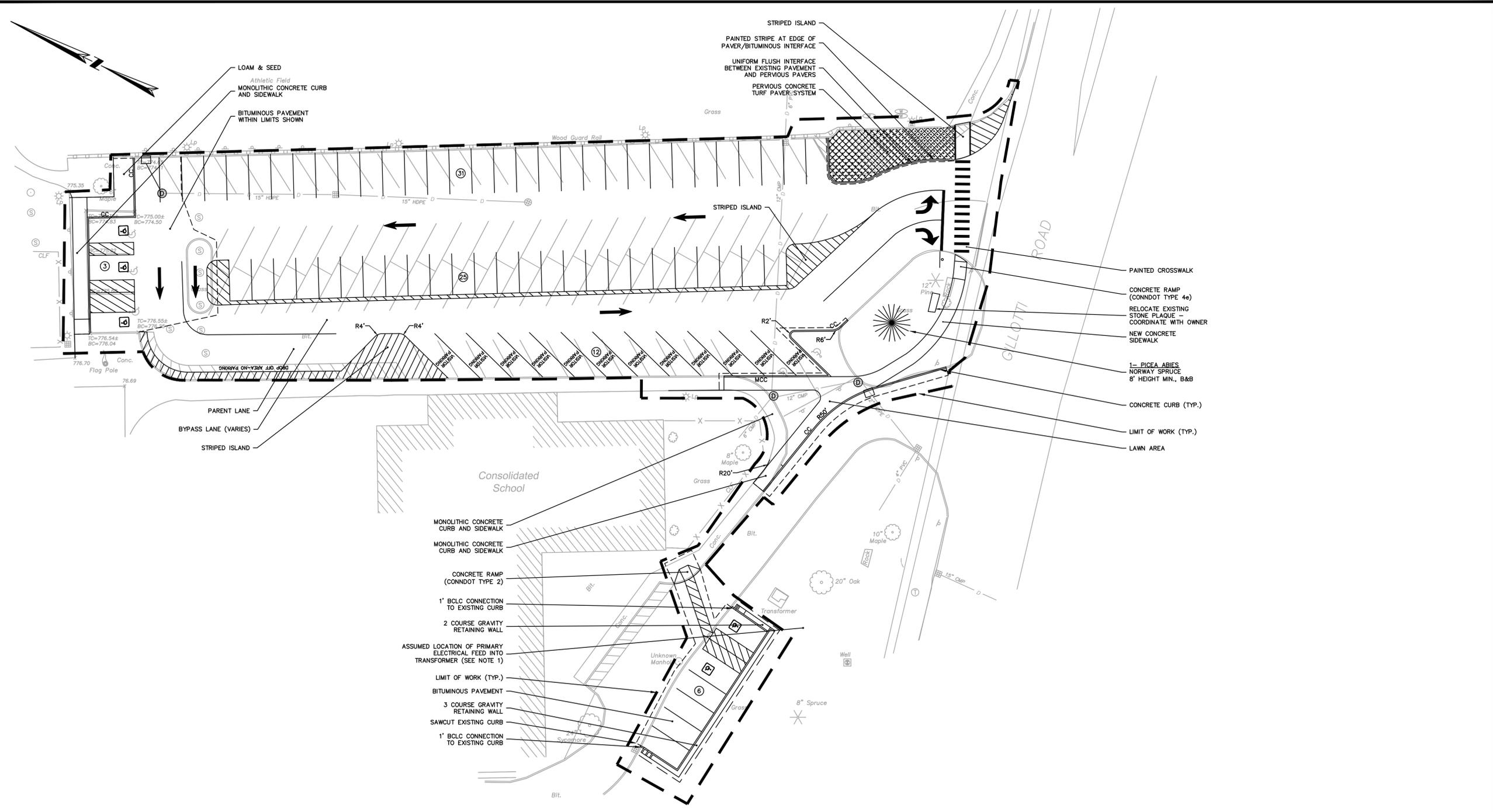
FILE: 8361800-EC.DWG  
DWG. NO:  
JOB. NO: 83618.00 **EC-1.2**

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- ▲ SURVEY CONTROL POINT
  - UNIDENTIFIED MANHOLE
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  - ⊙ GUY ANCHOR
  - ⊙ LIGHT POLE
  - ⊙ ELECTRIC HANDHOLE
  - ⊙ HANDHOLE
  - ⊙ IRRIGATION CONTROL VALVE
  - ⊙ SIGN
  - CONC. CONCRETE
  - INV. = XXX.XX PIPE INVERT ELEVATION
  - 110 --- MAJOR CONTOUR
  - 109 --- MINOR CONTOUR
  - ~ ~ ~ TREE/BRUSH LINE
  - - - EDGE OF DIRT/GRAVEL
  - X - X - CHAIN LINK FENCE
  - □ □ WOOD GUARDRAIL
  - S SANITARY LINE
  - D DRAIN LINE
  - W WATER LINE
  - G GAS LINE
  - E ELECTRIC LINE
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  - - - 75' FRONT YARD SETBACK
  - - - 35' SIDE YARD SETBACK
  - - - 150' WETLAND BUFFER

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  - DATE OF FIELD SURVEY: NOVEMBER, 2015
  - THE VERTICAL DATUM IS NAVD 88 BASED ON LIMITED GPS OBSERVATIONS
  - ANY SUBSURFACE UTILITIES AS DEPICTED HEREON ARE BASED ON LIMITED INFORMATION AND THEIR LOCATIONS HAVE NOT BEEN FIELD VERIFIED. THE LOCATIONS OF THESE UTILITIES AS SHOWN SHOULD BE CONSIDERED APPROXIMATE WITH THE ACTUAL LOCATIONS MAY VARY FROM THOSE SHOWN. ALL SUBSURFACE UTILITY LOCATION INFORMATION REQUIRES FIELD VERIFICATION BY UTILITY COMPANIES. UTILITY LOCATION DEVICES AND OR EXCAVATIONS. NO CERTIFICATION IS EXPRESS OR IMPLIED AS TO THE ACCURACY OR COMPLETENESS OF THE UNDERGROUND UTILITIES. CALL BEFORE YOU DIG 1-800-922-4455.
  - INLAND WETLAND WERE FIELD DELINEATED BY STEPHEN DANZER, PHD, CSS, NOVEMBER 2015.
- MAP REFERENCES**
- "MAP PREPARED FOR TOWN OF NEW FAIRFIELD GILLOTTI ROAD, ROUTE 39, & WELDON WOODS ROAD NEW FAIRFIELD, CONNECTICUT AREA = 140.8026 ACRES SCALE 1" = 100' AUGUST 30, 1988 REVISED: JANUARY 11, 1993 SHEET NO. 1 OF 2" Prepared by David L. Ryan, PLS 8175 Certified to A-2 Standards
  - "MAP OF SITE OF PROPOSED CONSOLIDATED SCHOOL NEW FAIRFIELD, CONN." (T.C. MAP #1010)
  - EASEMENT & TOPOGRAPHIC SURVEY SHOWING EASEMENT TO BE ACQUIRED FROM TOWN OF NEW FAIRFIELD BY AT&T CONNECTICUT GILLOTTI ROAD NEW FAIRFIELD, CONNECTICUT MARCH 30, 2009 SCALE 1" = 10' (T.C. #3471)

**DRAFT BID DOCUMENTS**





REPRODUCTIONS OF THIS PLAN ARE INVALID UNLESS THEY BEAR THE EMBOSSED SEAL OF THE UNDERSIGNED PROFESSIONAL.

WILLIAM G. WALTER, PE No. 23146

**CONSOLIDATED SCHOOL PARKING LOT RECONSTRUCTION**  
 12 GILLOTTI ROAD  
 IN  
 NEW FAIRFIELD CONNECTICUT

**SITE PLAN**

SEPTEMBER 9, 2016

REVISIONS:


- NOTES:**
- CONTRACTOR SHALL NOTIFY 'CALL BEFORE YOU DIG' (1-800-922-4455) AND VERIFY UTILITY MARK-OUT WITH THE OWNER PRIOR TO THE INITIATION OF ANY SITE DISTURBANCE.
  - THE CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFICATION OF THE LOCATION AND NATURE OF ALL SUBSURFACE UTILITIES AT THE PROJECT WHICH MAY BE AFFECTED BY THE WORK. COORDINATE WITH RESPECTIVE UTILITY OWNERS AND PERFORM VERIFICATION OF TYPE, LOCATION, AND INVERTS AS REQUIRED.
  - THE LOCATIONS OF EXISTING SITE FEATURES AS SHOWN HAVE BEEN OBTAINED FROM MAPS, SURVEYS, FIELD INSPECTIONS, AND OTHER AVAILABLE INFORMATION. THEY MUST BE CONSIDERED APPROXIMATE BOTH TO LOCATION, SIZE, AND AS-BUILT CONDITION AND ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETERMINING ACTUAL FIELD CONDITIONS.
  - THE DIMENSIONS SHOWN ON THE PLANS, INCLUDING THE INTENDED DIMENSIONS OF THE WORK, MAY VARY FROM ACTUAL EXISTING CONDITIONS IN THE FIELD. THE CONTRACTOR SHALL TAKE APPROPRIATE MEASUREMENTS TO VERIFY ALL DIMENSIONS SHOWN ON THE DRAWINGS AS WELL AS OTHER DIMENSIONS HE MAY DEEM APPROPRIATE TO FACILITATE THE COMPLETION OF THE WORK. NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND THE CONTRACT DOCUMENTS BEFORE PROCEEDING WITH THAT PORTION OF THE WORK.
  - UNLESS OTHERWISE INDICATED, ALL DISTURBED AREAS SHALL BE RESTORED WITH FOUR (4) INCHES OF LOAM, SEEDED, FERTILIZED, AND MULCHED. PROVIDE ADDITIONAL EROSION CONTROLS AS REQUIRED.
  - COMPLY WITH CONNECTICUT BUILDING CODE FOR ALL SITE CONSTRUCTION, INCLUDING HANDICAPPED ACCESSIBILITY. THE CROSS-SLOPE OF ALL SIDEWALKS, WALKWAYS, AND HANDICAP ACCESSIBLE ROUTES SHALL COMPLY WITH CONNECTICUT BUILDING CODE. LONGITUDINAL SLOPE SHALL NOT EXCEED 1 IN 20 (5%). CROSS SLOPE SHALL NOT EXCEED 1 IN 50 (2%). RAMPS SHALL COMPLY WITH CT BUILDING CODE, REF 2003 IBC SECTION 1010 AND ICC/ANSI A117.1 2003 CHAPTER 4, SECTION 405. REPORT DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.
  - ENGAGE A CONNECTICUT-LICENSED LAND SURVEYOR TO PERFORM LAND-SURVEYING SERVICES REQUIRED, INCLUDING, BUT NOT LIMITED TO VERIFICATION AND LAYOUT OF BASELINES, PROPOSED IMPROVEMENTS, DIMENSIONS AND ELEVATIONS. REPORT DISCREPANCIES TO THE ENGINEER.
  - ALL CURBING IS CONCRETE UNLESS OTHERWISE INDICATED. WHERE CURBING ABUTS A SIDEWALK, IT SHALL BE MONOLITHIC PER APPLICABLE DETAILS.
  - CONSTRUCTION AND CONTROL JOINTS: SIDEWALK REINFORCEMENT SHALL NOT CONTINUE THROUGH CONSTRUCTION JOINTS. AT CONTROL JOINTS, CUT REINFORCEMENT WIRES.
  - DIMENSIONS INDICATED ARE TO FACE OF CURB, PAVEMENT EDGE, EDGE OR CENTERLINE OF IMPROVEMENT, OR AS OTHERWISE NOTED.
  - PROVIDE FOR THE LAYOUT AND STAKING/MARKING OF THE PROPOSED LOCATION OF ALL PROPOSED SITE IMPROVEMENTS, INCLUDING FURNISHINGS. OBTAIN ENGINEER'S APPROVAL OF THE LAYOUT PRIOR TO PROCEEDING WITH THE WORK.
  - UNLESS OTHERWISE INDICATED, LINES ARE PARALLEL OR PERPENDICULAR TO LINE FROM WHICH THEY ARE MEASURED.

- LEGEND**
- LIMIT OF WORK
  - - - DEMOLITION SAWCUT
  - CONCRETE CURB
  - ⊙ PROPOSED SIGN
  - ⊗ PROPOSED PARKING SPACES
  - CC CONCRETE CURB
  - MCC MONOLITHIC CONCRETE CURB
  - BCLC BITUMINOUS CONCRETE LIP CURB

PREPARED FOR:  
 TOWN OF NEW FAIRFIELD  
 4 BRUSH HILL ROAD  
 NEW FAIRFIELD, CT 06612

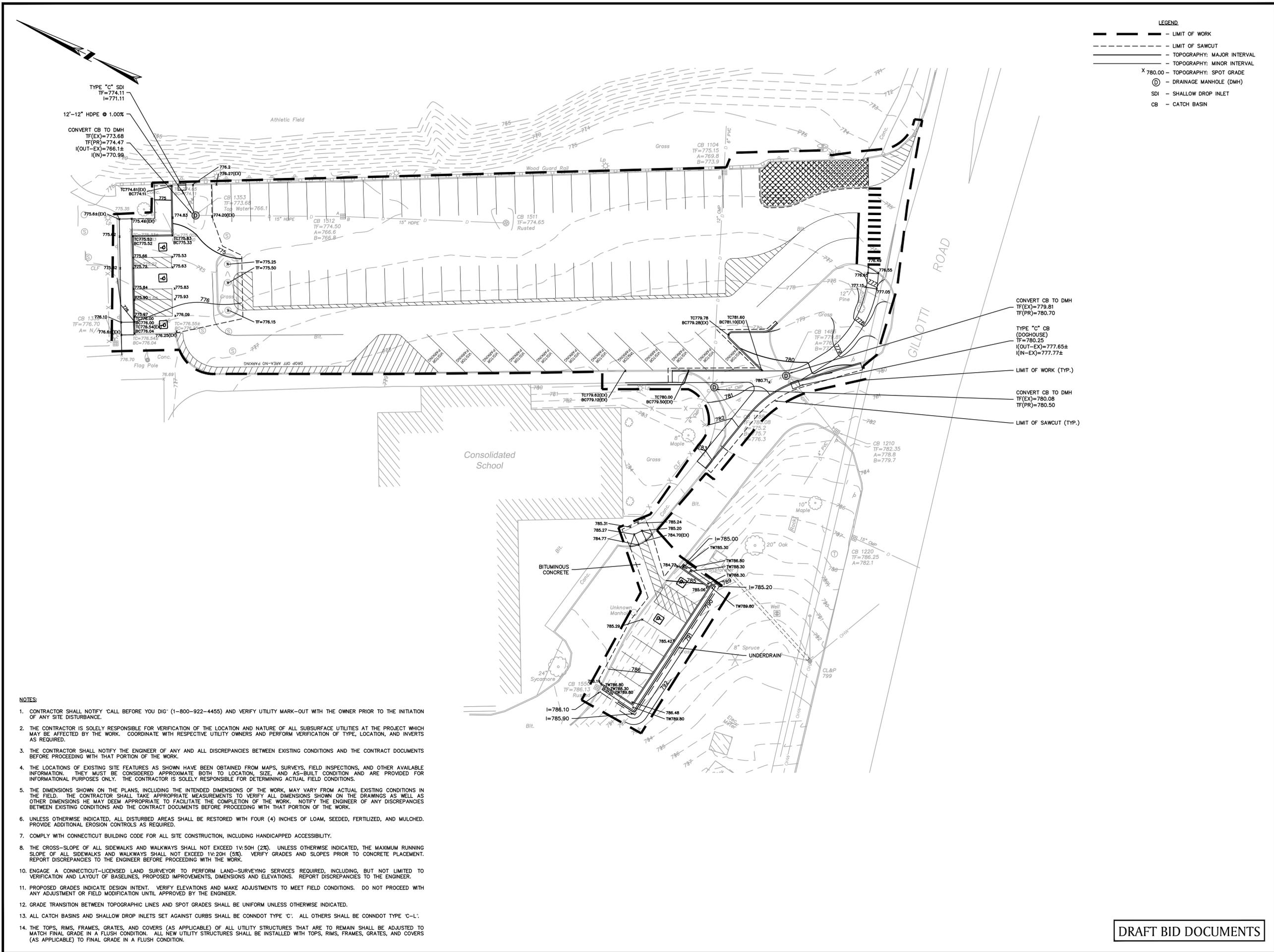
**BSC GROUP**  
 300 Winding Brook Drive  
 Glastonbury, Connecticut 06033  
 860 652 8227

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 SCALE: 1" = 20'  
 0 10 20 40 FEET

FILE: 8361800-SITE.DWG  
 DWG. NO:  
 JOB. NO: 83618.00

**DRAFT BID DOCUMENTS**

**C-2.0**



- LEGEND**
- — — — — LIMIT OF WORK
  - - - - - LIMIT OF SAWCUT
  - - - - - TOPOGRAPHY: MAJOR INTERVAL
  - - - - - TOPOGRAPHY: MINOR INTERVAL
  - X 780.00 - TOPOGRAPHY: SPOT GRADE
  - ⊙ - DRAINAGE MANHOLE (DMH)
  - ⊖ - SHALLOW DROP INLET
  - CB - CATCH BASIN

- NOTES:**
1. CONTRACTOR SHALL NOTIFY "CALL BEFORE YOU DIG" (1-800-922-4455) AND VERIFY UTILITY MARK-OUT WITH THE OWNER PRIOR TO THE INITIATION OF ANY SITE DISTURBANCE.
  2. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFICATION OF THE LOCATION AND NATURE OF ALL SUBSURFACE UTILITIES AT THE PROJECT WHICH MAY BE AFFECTED BY THE WORK. COORDINATE WITH RESPECTIVE UTILITY OWNERS AND PERFORM VERIFICATION OF TYPE, LOCATION, AND INVERTS AS REQUIRED.
  3. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY AND ALL DISCREPANCIES BETWEEN EXISTING CONDITIONS AND THE CONTRACT DOCUMENTS BEFORE PROCEEDING WITH THAT PORTION OF THE WORK.
  4. THE LOCATIONS OF EXISTING SITE FEATURES AS SHOWN HAVE BEEN OBTAINED FROM MAPS, SURVEYS, FIELD INSPECTIONS, AND OTHER AVAILABLE INFORMATION. THEY MUST BE CONSIDERED APPROXIMATE BOTH TO LOCATION, SIZE, AND AS-BUILT CONDITION AND ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETERMINING ACTUAL FIELD CONDITIONS.
  5. THE DIMENSIONS SHOWN ON THE PLANS, INCLUDING THE INTENDED DIMENSIONS OF THE WORK, MAY VARY FROM ACTUAL EXISTING CONDITIONS IN THE FIELD. THE CONTRACTOR SHALL TAKE APPROPRIATE MEASUREMENTS TO VERIFY ALL DIMENSIONS SHOWN ON THE DRAWINGS AS WELL AS OTHER DIMENSIONS HE MAY DEEM APPROPRIATE TO FACILITATE THE COMPLETION OF THE WORK. NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND THE CONTRACT DOCUMENTS BEFORE PROCEEDING WITH THAT PORTION OF THE WORK.
  6. UNLESS OTHERWISE INDICATED, ALL DISTURBED AREAS SHALL BE RESTORED WITH FOUR (4) INCHES OF LOAM, SEEDED, FERTILIZED, AND MULCHED. PROVIDE ADDITIONAL EROSION CONTROLS AS REQUIRED.
  7. COMPLY WITH CONNECTICUT BUILDING CODE FOR ALL SITE CONSTRUCTION, INCLUDING HANDICAPPED ACCESSIBILITY.
  8. THE CROSS-SLOPE OF ALL SIDEWALKS AND WALKWAYS SHALL NOT EXCEED 1V:50H (2%). UNLESS OTHERWISE INDICATED, THE MAXIMUM RUNNING SLOPE OF ALL SIDEWALKS AND WALKWAYS SHALL NOT EXCEED 1V:20H (5%). VERIFY GRADES AND SLOPES PRIOR TO CONCRETE PLACEMENT. REPORT DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.
  9. ENGAGE A CONNECTICUT-LICENSED LAND SURVEYOR TO PERFORM LAND-SURVEYING SERVICES REQUIRED, INCLUDING, BUT NOT LIMITED TO VERIFICATION AND LAYOUT OF BASELINES, PROPOSED IMPROVEMENTS, DIMENSIONS AND ELEVATIONS. REPORT DISCREPANCIES TO THE ENGINEER.
  10. PROPOSED GRADES INDICATE DESIGN INTENT. VERIFY ELEVATIONS AND MAKE ADJUSTMENTS TO MEET FIELD CONDITIONS. DO NOT PROCEED WITH ANY ADJUSTMENT OR FIELD MODIFICATION UNTIL APPROVED BY THE ENGINEER.
  11. GRADE TRANSITION BETWEEN TOPOGRAPHIC LINES AND SPOT GRADES SHALL BE UNIFORM UNLESS OTHERWISE INDICATED.
  12. ALL CATCH BASINS AND SHALLOW DROP INLETS SET AGAINST CURBS SHALL BE CONNDOT TYPE "C". ALL OTHERS SHALL BE CONNDOT TYPE "C-L".
  13. THE TOPS, RIMS, FRAMES, GRATES, AND COVERS (AS APPLICABLE) OF ALL UTILITY STRUCTURES THAT ARE TO REMAIN SHALL BE ADJUSTED TO MATCH FINAL GRADE IN A FLUSH CONDITION. ALL NEW UTILITY STRUCTURES SHALL BE INSTALLED WITH TOPS, RIMS, FRAMES, GRATES, AND COVERS (AS APPLICABLE) TO FINAL GRADE IN A FLUSH CONDITION.

REPRODUCTIONS OF THIS PLAN ARE INVALID UNLESS THEY BEAR THE EMBOSSED SEAL OF THE UNDERSIGNED PROFESSIONAL.



WILLIAM G. WALTER, PE No. 23146

**CONSOLIDATED SCHOOL PARKING LOT RECONSTRUCTION**  
**12 GILLOTTI ROAD**  
 IN  
**NEW FAIRFIELD CONNECTICUT**  
**GRADING & DRAINAGE PLAN**

SEPTEMBER 9, 2016

REVISIONS:

NO.	DESCRIPTION

PREPARED FOR:  
 TOWN OF NEW FAIRFIELD  
 4 BRUSH HILL ROAD  
 NEW FAIRFIELD, CT 06612

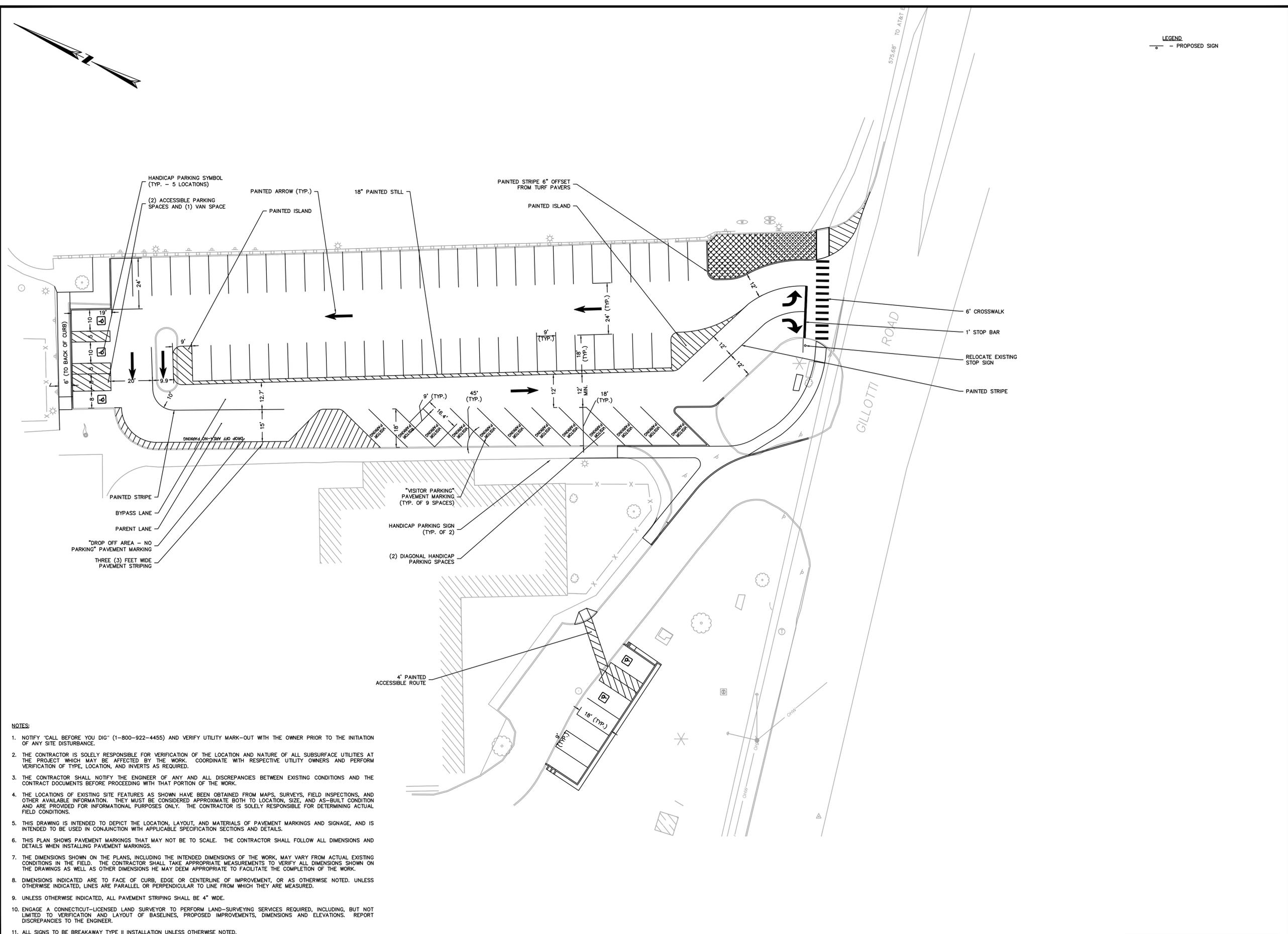
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FILE: 8361800-GRDR.DWG  
 DWG. NO:  
 JOB. NO: 83618.00

DRAFT BID DOCUMENTS

C-3.0



LEGEND  
 ○ - PROPOSED SIGN

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WILLIAM G. WALTER, PE No. 23146

**CONSOLIDATED SCHOOL PARKING LOT RECONSTRUCTION**  
 12 GILLOTTI ROAD  
 IN  
 NEW FAIRFIELD CONNECTICUT  
**PAVEMENT MARKING & SIGNAGE PLAN**

SEPTEMBER 9, 2016

REVISIONS:


PREPARED FOR:  
 TOWN OF NEW FAIRFIELD  
 4 BRUSH HILL ROAD  
 NEW FAIRFIELD, CT 06612

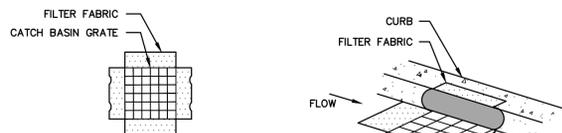
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 SCALE: 1" = 20'  
 0 10 20 40 FEET

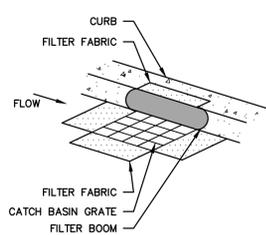
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 DWG. NO:  
 JOB. NO: 83618.00 **C-4.0**

- NOTES:**
1. NOTIFY "CALL BEFORE YOU DIG" (1-800-922-4455) AND VERIFY UTILITY MARK-OUT WITH THE OWNER PRIOR TO THE INITIATION OF ANY SITE DISTURBANCE.
  2. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFICATION OF THE LOCATION AND NATURE OF ALL SUBSURFACE UTILITIES AT THE PROJECT WHICH MAY BE AFFECTED BY THE WORK. COORDINATE WITH RESPECTIVE UTILITY OWNERS AND PERFORM VERIFICATION OF TYPE, LOCATION, AND INVERTS AS REQUIRED.
  3. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY AND ALL DISCREPANCIES BETWEEN EXISTING CONDITIONS AND THE CONTRACT DOCUMENTS BEFORE PROCEEDING WITH THAT PORTION OF THE WORK.
  4. THE LOCATIONS OF EXISTING SITE FEATURES AS SHOWN HAVE BEEN OBTAINED FROM MAPS, SURVEYS, FIELD INSPECTIONS, AND OTHER AVAILABLE INFORMATION. THEY MUST BE CONSIDERED APPROXIMATE BOTH TO LOCATION, SIZE, AND AS-BUILT CONDITION AND ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETERMINING ACTUAL FIELD CONDITIONS.
  5. THIS DRAWING IS INTENDED TO DEPICT THE LOCATION, LAYOUT, AND MATERIALS OF PAVEMENT MARKINGS AND SIGNAGE, AND IS INTENDED TO BE USED IN CONJUNCTION WITH APPLICABLE SPECIFICATION SECTIONS AND DETAILS.
  6. THIS PLAN SHOWS PAVEMENT MARKINGS THAT MAY NOT BE TO SCALE. THE CONTRACTOR SHALL FOLLOW ALL DIMENSIONS AND DETAILS WHEN INSTALLING PAVEMENT MARKINGS.
  7. THE DIMENSIONS SHOWN ON THE PLANS, INCLUDING THE INTENDED DIMENSIONS OF THE WORK, MAY VARY FROM ACTUAL EXISTING CONDITIONS IN THE FIELD. THE CONTRACTOR SHALL TAKE APPROPRIATE MEASUREMENTS TO VERIFY ALL DIMENSIONS SHOWN ON THE DRAWINGS AS WELL AS OTHER DIMENSIONS HE MAY DEEM APPROPRIATE TO FACILITATE THE COMPLETION OF THE WORK.
  8. DIMENSIONS INDICATED ARE TO FACE OF CURB, EDGE OR CENTERLINE OF IMPROVEMENT, OR AS OTHERWISE NOTED. UNLESS OTHERWISE INDICATED, LINES ARE PARALLEL OR PERPENDICULAR TO LINE FROM WHICH THEY ARE MEASURED.
  9. UNLESS OTHERWISE INDICATED, ALL PAVEMENT STRIPING SHALL BE 4" WIDE.
  10. ENGAGE A CONNECTICUT-LICENSED LAND SURVEYOR TO PERFORM LAND-SURVEYING SERVICES REQUIRED, INCLUDING, BUT NOT LIMITED TO VERIFICATION AND LAYOUT OF BASELINES, PROPOSED IMPROVEMENTS, DIMENSIONS AND ELEVATIONS. REPORT DISCREPANCIES TO THE ENGINEER.
  11. ALL SIGNS TO BE BREAKAWAY TYPE II INSTALLATION UNLESS OTHERWISE NOTED.
  12. ALL CROSSWALKS ARE TO BE INSTALLED A MINIMUM OF 4' FROM STOP BARS.
  13. ALL SIGNS ARE NEW UNLESS OTHERWISE NOTED.

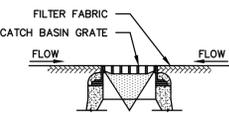
**DRAFT BID DOCUMENTS**



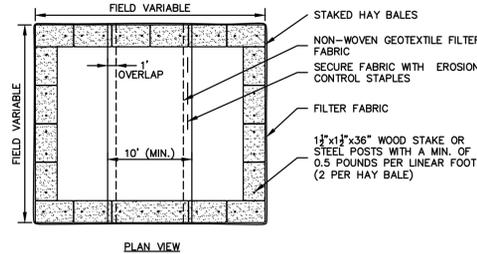
TYPE "C-1" CATCH BASIN - PLAN VIEW



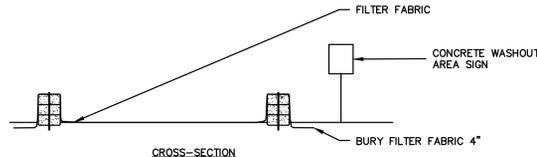
TYPE "C" CATCH BASIN



TYPE "C-1" CATCH BASIN - SECTION VIEW



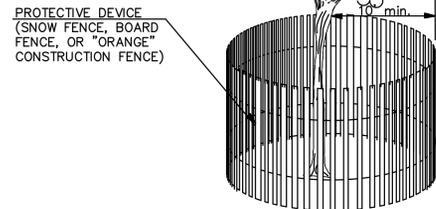
PLAN VIEW



CROSS-SECTION

NOTES:

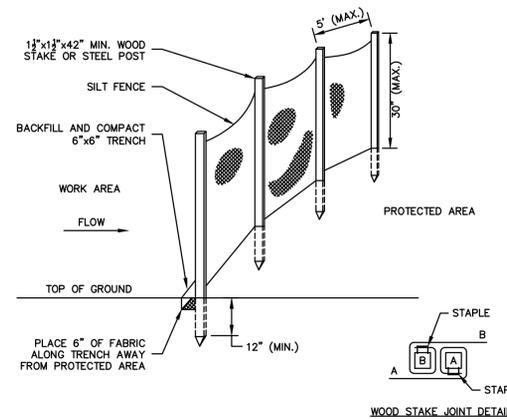
1. CONSTRUCT WASHOUT AREA LARGE ENOUGH TO ENSURE MATERIALS WILL BE CONTAINED WHERE WASTE CONCRETE CAN SOLIDIFY IN PLACE AND EXCESS WATER CAN SAFELY EVAPORATE.
2. WASHOUT AREA SHALL BE LARGE ENOUGH TO RETAIN ALL LIQUID AND WASTE CONCRETE MATERIALS FROM WASHOUT OPERATION.
3. WEEKLY INSPECTIONS OF WASHOUT AREAS SHALL BE CONDUCTED TO ASSESS THE HOLDING CAPACITY AND FUNCTIONALITY OF THE WASHOUT AREA.



PROTECTIVE DEVICE (SNOW FENCE, BOARD FENCE, OR "ORANGE" CONSTRUCTION FENCE)

SITE FEATURE PROTECTION

SCALE: NONE  
EC-116-CT



GENERAL NOTES:

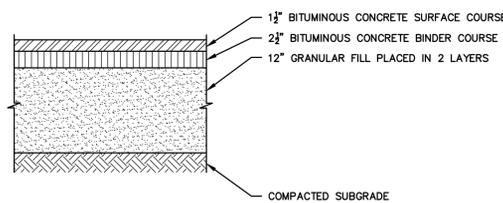
1. FOR SLOPE & SWALE INSTALLATIONS, EXTEND FENCE UP SLOPE SUCH THAT BOTTOM ENDS OF FENCE WILL BE HIGHER THAN THE TOP OF THE LOWEST PORTION OF FENCE.
2. FOR FENCE INSTALLED ON LEVEL TERRAIN INSTALL WING SECTIONS PERPENDICULAR TO MAIN BARRIER AT 50'-100' INTERVALS.

SILT FENCE BARRIER

SCALE: NONE  
EC-107

CATCH BASIN FILTER INSERT

SCALE: NONE  
EC-104-CT

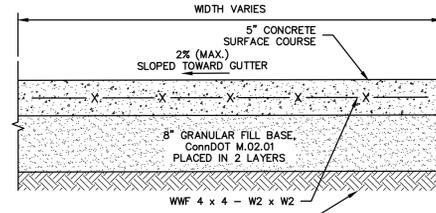
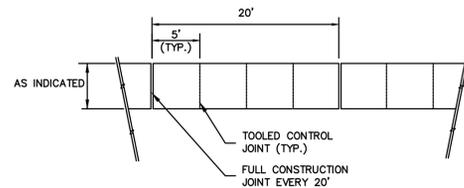


BITUMINOUS CONCRETE PAVEMENT SECTION

SCALE: NONE  
PVT-101-CT

TEMPORARY CONCRETE WASHOUT AREA

SCALE: NONE

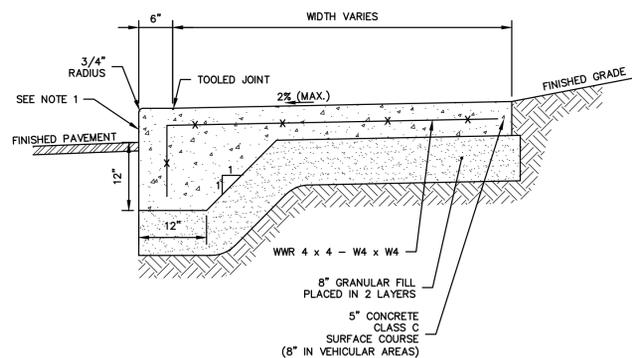


GENERAL NOTES:

1. SIDEWALK SHALL BE CONSTRUCTED IN ACCORDANCE WITH CONDOT FORM 816, SECTION 9.21 WITH MODIFICATIONS AS SHOWN.
2. TOOLED CONTROL JOINTS SHALL BE 1/4 SLAB THICKNESS. TOOL JOINTS EARLY IN FINISHING PROCESS AND RE-RUN TO ENSURE GROOVE BOND HAS NOT OCCURRED.
3. FULL-DEPTH JOINTS SHALL INCORPORATE FULL-DEPTH JOINT FILLER PER SPECIFICATIONS.
4. SIDEWALK SHALL HAVE LIGHT BROOM FINISH PERPENDICULAR TO DIRECTION OF TRAVEL.
5. EXISTING SIDEWALK SUBBASE MAY BE REUSED AND SHALL BE SUPPLEMENTED WITH NEW GRANULAR FILL TO BRING SIDEWALK BASE TO REQUIRED SUBGRADE ELEVATIONS.

CONCRETE SIDEWALK

SCALE: NONE

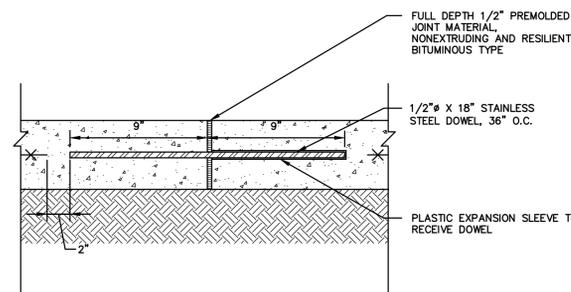


MONOLITHIC CONCRETE CURB AND SIDEWALK

SCALE: NONE

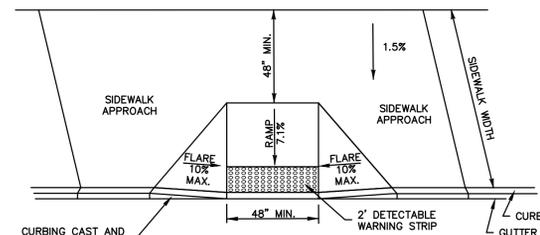
CONSTRUCTION JOINT IN CONCRETE

SCALE: NONE



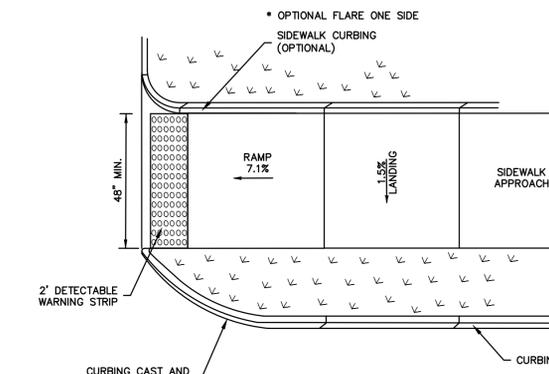
CONCRETE SIDEWALK RAMP (CONDOT TYPE 2)

SCALE: NONE



CONCRETE SIDEWALK RAMP (CONDOT TYPE 4e)

SCALE: NONE

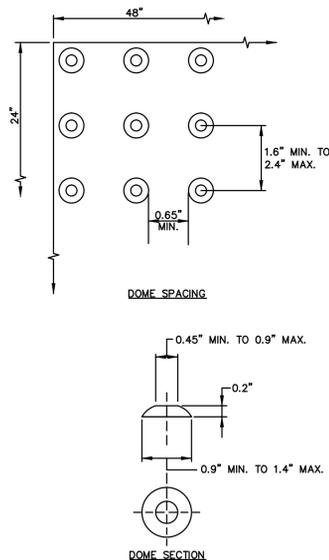


GENERAL NOTE:

CURB LENGTHS SHALL CORRESPOND TO THE CONCRETE SIDEWALK TILE LENGTH, IF APPLICABLE. 1/2" EXPANSION JOINTS SHALL SEPARATE CURB SECTIONS.

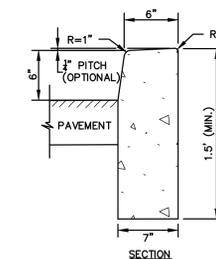
DETECTABLE WARNING STRIP

SCALE: NONE  
HC-108-CT



6" CONCRETE CURBING

SCALE: NONE  
CRB-105-CT



DRAFT BID DOCUMENTS

REPRODUCTIONS OF THIS PLAN ARE INVALID UNLESS THEY BEAR THE EMBOSSED SEAL OF THE UNDERSIGNED PROFESSIONAL.

WILLIAM G. WALTER, PE NO. 23146

CONSOLIDATED SCHOOL PARKING LOT RECONSTRUCTION

12 GILLOTTI ROAD

IN NEW FAIRFIELD CONNECTICUT

DETAILS

SEPTEMBER 9, 2016

REVISIONS:

NO.	DESCRIPTION

PREPARED FOR:  
TOWN OF NEW FAIRFIELD  
4 BRUSH HILL ROAD  
NEW FAIRFIELD, CT 06612

**BSC GROUP**  
300 Winding Brook Drive  
Glastonbury, Connecticut 06033  
860 652 8227

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SCALE: AS SHOWN

FILE: 8361800-DET.DWG  
DWG. NO:  
JOB. NO: 83618.00

C-5.0



## Students

### Hazing

### Bullying

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

### Definitions

**“Bullying”** means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity ~~or~~ and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

## Students

### Hazing

### Bullying

#### Definitions (continued)

“**Cyberbullying**” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“**Teen dating violence**” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

“**Mobile electronic device**” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“**Electronic communication**” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

“**Hostile environment**” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“**Outside of the school setting**” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“**School employee**” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“**School climate**” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (It is based on people’s experiences of school and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

“**School-Sponsored Activity**” shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or

authorized by the New Fairfield Board of Education.

DRAFT

## Students

### Hazing

### Bullying (continued)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity ~~or~~ and expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

## Students

### Hazing

### Bullying (continued)

The District's program: *(Also outlined in the section pertaining to the "Safe School Climate Plan.")*

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying ~~and teen dating violence~~ in its schools;
2. Permits anonymous reports of bullying or teen dating violence by students to school employees and written reports of suspected bullying ~~or teen dating violence~~ by parents or guardians and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
3. Requires school employees who witness acts of bullying ~~or teen dating violence~~ or receive reports of bullying ~~or teen dating violence~~ to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying ~~or teen dating violence~~ and ensure that such investigation is completed promptly after receipt of any written report, and that the parents or guardians of the student alleged to have committed an act or acts of bullying ~~or teen dating violence~~ and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, ~~or teen dating violence~~, including language about bullying ~~and teen dating violence~~ in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying; ~~and teen dating violence~~;

## Students

### Hazing

### Bullying (continued)

8. Requires each school to notify **parents/guardians** of all students involved in a verified act of bullying ~~or teen dating violence~~ not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying; ~~or teen dating violence~~;
9. Requires each school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school for the safety of the students against whom such act of bullying was directed and the policies and procedures in place to prevent further acts of bullying; ~~and teen dating violence~~;
10. Requires each school to invite the **parents/guardians** of a student who commits any verified act of bullying ~~or teen dating violence~~ to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying ~~or teen dating violence~~ was directed, to discuss specific interventions undertaken by the school to prevent further acts of bullying; ~~and teen dating violence~~;
11. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying ~~and teen dating violence~~ in such school and make such list publicly available; and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. Requires the development of case-by-case interventions for addressing reported incidents of bullying ~~or teen dating violence~~ against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying; ~~or teen dating violence~~;
14. Requires the development of student safety support plans for students against whom an act of bullying ~~or teen dating violence~~ was directed that addresses safety measures the school will take to protect such students against further acts of bullying; ~~or teen dating violence~~;

## Students

### Hazing

### Bullying (continued)

15. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying ~~or teen dating violence~~ constitute criminal conduct;
16. Prohibits bullying ~~and teen dating violence~~ (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying ~~or teen dating violence~~ (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying ~~or teen dating violence~~ was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
18. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;

**Note:** *Certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying and the prevention and response to youth suicide.*

*The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.*

19. Requires students and the parents/guardians of students to be notified at the beginning of the school year of the process by which they may make reports of bullying; ~~or teen dating violence~~;
20. As required, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, cooperative assistance and approval not later than July 1, 2014; and

## Students

### Hazing

### Bullying (continued)

21. Requires that not later than thirty calendar days after approval by the State Department of Education, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying and teen dating violence. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying, ~~and teen dating violence~~. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying ~~and teen dating violence~~ promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying, ~~and teen dating violence~~. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

### Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence identified by the Department of Education.
2. School rules prohibiting bullying, ~~teen dating violence~~, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying ~~or teen dating violence~~ is likely to occur.
4. Inclusion of grade-appropriate bullying ~~and teen dating violence~~ education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, ~~or student who commits teen dating violence~~, parents/**guardians** and school employees and interventions with the students against whom the acts of bullying ~~and teen dating violence~~ are directed, parents/**guardians**, and school employees.
6. School wide training related to safe school climate.

## Students

### Hazing

### Bullying

#### Prevention and Intervention Strategy (continued)

7. Student peer training, education and support.
8. Promotion of parent/**guardian** involvement in bullying ~~and teen dating violence~~ prevention through individual or team participation in meetings, trainings, and individual interventions.
9. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

**Note:** Funding for the school-based bullying intervention and school climate improvement may originate from public, private, or philanthropic sources. For purposes of this section, “interventions with the bullied child” includes referrals to a school counselor, psychologist or other appropriate social or mental health service, and periodic follow-up by the safe school climate specialist with the bullied child.

#### District Safe School Climate Coordinator

~~For the school year commencing July 1, 2012, and each school year thereafter, the~~ **The** Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

#### The Coordinator shall:

1. ~~Implement~~ **Be responsible for implementing the District’s Safe School Climate Plan (“Plan”);**
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying ~~and teen dating violence~~ in the schools of the district.
3. Provide data and information ~~derived from the safe school climate assessments,~~ in collaboration with the Superintendent, **to the Department of Education regarding bullying; and**
4. ~~Respond to bullying and teen dating violence in District schools;~~
4. **Meet with the safe school climate specialists at least twice during the school year to discuss issues related to** bullying ~~and teen dating violence issues~~ in the District and make recommended changes to the District’s safe school climate plan.

5. ~~Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training only required once.)~~

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## Students

### Hazing

### Bullying (continued)

#### Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each **Each** school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

#### The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying ~~or teen dating violence~~ in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying ~~and teen dating violence~~ in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying ~~and teen dating violence~~ reports in the school.

#### Safe School Climate Committee

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Principal of each school shall establish a Safe School Climate Committee or designate the *PBIS* existing committee in the school to be responsible for developing and fostering a Safe School Climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the School principal.

#### The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying; ~~and teen dating violence~~;
2. Identify and address patterns of bullying ~~and teen dating violence~~ among students in the school;
3. Implement the provisions of the school security and safety plan, (developed pursuant to Section 87 of PA 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the

definition of bullying ~~or teen dating violence (defined in Connecticut General Statutes 10-222d)~~ and report such information, as necessary, to the District Safe School Climate Coordinator and to the school's security and safety committee;

4. Review and amend school ~~policies~~ regulations and procedures relating to bullying; ~~and teen dating violence~~;

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## Students

### Hazing

### Bullying

#### Safe School Climate Committee (continued)

5. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
6. Educate students, school employees and ~~parents and guardians~~ parents/guardians of students on issues relating to bullying; ~~and teen dating violence~~;
7. Collaborate with the District Safe School Climate Coordinator in the collection ~~and analysis~~ of data regarding bullying; ~~and teen dating violence~~; and
8. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying ~~and teen dating violence~~ for the school.

~~Parent members of the Safe School Climate Committee are excluded from activities #1 and #3 or any other activity that may compromise the confidentiality of a student.~~

Any parent/guardian serving as a member of the Committee shall not participate in any activities that may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

#### Safe School Climate Plan

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

1. Enable students to anonymously report acts of bullying ~~and teen dating violence~~ to school employees and require students and the parents/guardians of students to be notified annually of the process by which they may make such reports;
2. Enable the parents/guardians of students to file written reports of suspected bullying; ~~and teen dating violence~~;
3. Require school employees who witness acts of bullying or receive reports of bullying ~~or teen dating violence~~ to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, ~~or teen dating violence~~, and to file a written report not later than two school days after making such oral report;

4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying ~~or teen dating violence~~ and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

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## Students

### Hazing

### Bullying

#### Safe School Climate Plan (continued)

6. Include a prevention and intervention strategy for school employees to deal with bullying; ~~and teen dating violence;~~
7. Provide for the inclusion of language in student codes of conduct concerning bullying; ~~and teen dating violence;~~
8. Require each school to notify the **parents/guardians** of students who commit any verified acts of bullying ~~or teen dating violence~~ and the **parents/guardians** of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. The required notification and invitation shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying; ~~and teen dating violence;~~
9. Require each school to invite the **parents/guardians** of a student who commits any verified act of bullying ~~or teen dating violence~~ and the **parents/guardians** of the student against whom such act was directed, to a meeting to communicate to such **parents/guardians** the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying; ~~or teen dating violence;~~
10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying ~~and teen dating violence~~ in such school and to maintain a list of the number of verified acts of bullying ~~and teen dating violence~~ in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;
11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying ~~or teen dating violence~~ against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying; ~~or teen dating violence;~~
13. Direct the development of student safety support plans for students against whom an act of bullying ~~or teen dating violence~~ was directed that addresses safety measures the school will take to protect such student against further acts of bullying; ~~or teen dating violence;~~
14. Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying ~~or teen dating violence~~ constitute criminal conduct;

## Students

### Hazing

### Bullying

#### Safe School Climate Plan (continued)

15. Prohibit bullying ~~and teen dating violence~~ (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying ~~or teen dating violence~~ (i) creates a hostile environment at school for the student against whom such bullying ~~or teen dating violence~~ was directed, (ii) infringes on the rights of the student against whom such bullying ~~or teen dating violence~~ was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and
17. Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

(cf. 0521 – Nondiscrimination)

(cf. 4131 – Staff Development)

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

(cf. 5131 – Conduct)

(cf. 5131.21 – Violent and Aggressive Behavior)

(cf. 5131.8 – Out-of-School Misconduct)

(cf. 5131.912 – Aggressive Behavior)

(cf. 5131.913 – Cyberbullying)

(cf. 5131.91 – Hazing)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

(cf. 6121 – Nondiscrimination)

(cf. 6121.1 – Equal Educational Opportunity)

**Students**

**Hazing**

**Bullying**

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-222d Policy on bullying behavior as amended by PA 08-160 P.A. 11-232 and P.A. 14-172.

P.A. 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

P.A. 11-232 An Act Concerning the Strengthening of School Bullying Laws.

P.A. 13-3 An Act Concerning Gun Violence Protection and Safety

P.A. 14-172 An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates.

P.A. 14-234 An Act Concerning Domestic Violence and Sexual Assault.

Policy adopted: November 17, 2011  
Policy revised: November 21, 2013  
Policy revised: October 30, 2014

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

## Students

### Bullying

#### Model Safe School Climate Plan

##### Purpose/Priority Statement

The New Fairfield School District is committed to providing all students with a safe learning environment that is free from bullying, cyberbullying and teen dating violence. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and teen dating violence and other harmful and disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The following plan, “The New Fairfield Public Schools Safe School Climate Plan (Plan),” addresses the mandated areas of compliance which are required under C.G.S.10-222d as amended. In addition to the following current efforts, the administration, faculty and staff of this District commit to continue to improve, enhance, and update both the Plan and its implementation biennially in order to best serve the students, parents, guardians and the community.

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

##### **I. Prohibition against Bullying**

~~The Board of Education (Board) prohibits bullying and teen dating violence (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the victim, (ii) infringes on the rights of the victim at school, or (iii) substantially disrupts the education process or orderly operation of a school.~~

## Students

### Bullying (continued)

#### H. — Definitions

~~“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:~~

- ~~A. — causes physical or emotional harm to such student or damage to such student’s property;~~
- ~~B. — places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;~~
- ~~C. — creates a hostile environment at school for such student;~~
- ~~D. — infringes on the rights of such student at school, or~~
- ~~E. — substantially disrupts the education process or the orderly operation of a school.~~

~~Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)~~

~~“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.~~

~~“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.~~

~~“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.~~

~~“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.~~

## Students

### Bullying

#### ~~II. Definitions (continued)~~

~~“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.~~

~~“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.~~

~~“School employee” means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.~~

~~“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (It is based on people’s experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.)~~

#### ~~III. Reporting and Responding to Bullying and Retaliation (Complaint Process)~~

##### ~~A. Publication of the Prohibition against Bullying and Related Procedures~~

~~The prohibition against bullying and teen dating violence shall be publicized by including the following statement in the student handbook of each of the district schools:~~

~~“Bullying behavior and teen dating violence by any student in the New Fairfield Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:~~

~~A. causes physical or emotional harm to such student or damage to such student’s property;~~

## Students

### Bullying

#### ~~III. Reporting and Responding to Bullying and Retaliation (Complaint Process)~~ (continued)

##### ~~A. Publication of the Prohibition against Bullying and Related Procedures~~ (continued)

- ~~B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,~~
- ~~C. creates a hostile environment at school for such student,~~
- ~~D. infringes on the rights of such student at school, or~~
- ~~E. substantially disrupts the education process or the orderly operation of a school.~~

~~Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.~~

~~Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:~~

- ~~1. creates a hostile environment at school for the victim,~~
- ~~2. infringes on the rights of the victim at school, or~~
- ~~3. substantially disrupts the education process or the orderly operation of a school,~~

~~Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation (Plan) #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.~~

## Students

### Bullying

#### ~~III. Reporting and Responding to Bullying and Retaliation (Complaint Process)~~ (continued)

##### ~~B. Appropriate School Personnel~~

~~All school employees are charged with the responsibility of taking reports of bullying or teen dating violence or if witnessing acts of bullying or teen dating violence to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.~~

##### ~~District Safe School Climate Coordinator~~

~~For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.~~

~~The Coordinator shall:~~

- ~~1. Implement the District's safe school climate plan;~~
- ~~2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;~~
- ~~3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and~~
- ~~4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the district and make recommended changes to the District's safe school climate plan.~~
- ~~5. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training only required once.)~~

##### ~~Safe School Climate Specialist~~

~~For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.~~

## **Students**

### **Bullying**

#### **III. ~~Reporting and Responding to Bullying and Retaliation (Complaint Process)~~** (continued)

##### **B. ~~Appropriate School Personnel~~** (continued)

The Specialist in each school shall:

1. ~~Investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District's Safe School Climate Plan;~~
2. ~~Collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and~~
3. ~~Act as the primary school official responsible for preventing, identifying and responding to bullying and teen dating violence reports in the school.~~

##### **C. ~~Annual Notification of the Complaint Process~~**

~~The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually, at the beginning of the school year, in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and the website of each school.~~

##### **D. ~~Formal Written Complaints~~**

~~Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying or teen dating violence. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying or teen dating violence, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action in accordance with Section IV below.~~

## Students

### Bullying

#### ~~III. Reporting and Responding to Bullying and Retaliation (Complaint Process)~~ (continued)

##### ~~E. Informal/Verbal Complaints by Students~~

~~Students may make an informal complaint of conduct that they consider to be bullying or teen dating violence by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying or teen dating violence, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.~~

##### ~~F. Anonymous Complaints~~

~~Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint.~~

~~Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.~~

## Students

### Bullying (continued)

#### IV. ~~Staff Responsibilities and Intervention Strategies~~

##### A. ~~Teachers and Other School Staff~~

~~School employees who witness acts of bullying or teen dating violence, as defined above, or who receive reports of bullying or teen dating violence shall promptly notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying or teen dating violence. A written report must be filed not later than two school days after making such an oral report concerning the events witnessed or reported.~~

~~School employees who receive student or parent reports of suspected bullying or teen dating violence shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day. In addition to addressing both informal and formal complaints, school employees and other are encouraged to address the issue of bullying or teen dating violence in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and teen dating violence and help eliminate bullying behavior and teen dating violence through class discussions, counseling, and reinforcement of socially appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."~~

## Students

### Bullying

#### IV.—Staff Responsibilities and Intervention Strategies (continued)

##### B.—Responsibilities of the Safe School Climate Specialist

###### 1.—Investigation

~~The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying or teen dating violence received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District's Safe School Climate Plan. All such complaints shall be investigated promptly. Prompt notice must be provided to the parents/guardians of the person bullied or the victim of teen dating violence and the student alleged to have committed the act of bullying or teen dating violence that such investigation has begun. The investigation must be completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied or teen dating violence must complete a consent form that allows their District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied or teen dating violence must complete the above referenced consent form so long as that student has not requested anonymity.~~

~~A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying or teen dating violence are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.~~

~~The school shall notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other parent/guardian if requested. The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such act was directed, and any consequences that may result from further acts of bullying or teen dating violence.~~

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies

##### B. Responsibilities of the Safe School Climate Specialist (continued)

###### 1. Investigation (continued)

~~Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.~~

###### 2. Remedial Actions

~~Verified acts of bullying or teen dating violence shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior or teen dating violence is enforced, with the goal that any such bullying behavior or teen dating violence will end as a result.~~

~~Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee.) The following sets forth possible interventions for building principals to enforce the Board's prohibition against bullying. No disciplinary action may be taken solely on the basis of an anonymous complaint.~~

~~The following sets forth permissible interventions for building principals (or other responsible program administrators) to enforce the Board's prohibition against bullying and teen dating violence.~~

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 2. Remedial Actions (continued)

##### a. Non-disciplinary Interventions

When verified acts of bullying and teen dating violence are identified early and/or when such verified acts of bullying and teen dating violence do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying or teen dating violence, its prohibition, and their duty to avoid any conduct that could be considered bullying or teen dating violence.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying or teen dating violence is verified, the building Principal (or other responsible program administrator) shall invite the parents or guardians of the student against whom such act was directed, and the parents or guardians of a student who commits any verified act of bullying or teen dating violence, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen dating violence. The meeting of parents/guardians of the bullied student or the victim of teen dating violence and the student committing the bullying or teen dating violence shall be separate and distinct from each other.

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 2. Remedial Actions (continued)

##### b. Disciplinary Interventions

When acts of bullying and teen dating violence are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and teen dating violence and/or when past interventions have not been successful in eliminating bullying or teen dating violence behavior.

##### c. Interventions for Bullied Students

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or student against whom teen dating violence was directed may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying or teen dating violence situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 3. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and teen dating violence and direct intervention when acts of bullying or teen dating violence are verified, other District actions may ameliorate any potential problem with bullying or teen dating violence in school or at school sponsored activities. A focus will be placed on district and school efforts to improve school climate based upon the National School Climate Standards.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence based model approach for safe school climate or for the prevention of bullying or teen dating violence, including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying or teen dating violence. Such assessments may include, in addition to those approved and disseminated by the State Department of Education, in collaboration with CAS, the National School Climate Standards Self Assessment Tool<sup>7</sup> and the Connecticut State Department of Education's "Improving School Climate Team Rubric;"
- c. Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school.

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

## Students

### Bullying

#### IV. ~~Staff Responsibilities and Intervention Strategies~~ (continued)

##### B. ~~Responsibilities of the Safe School Climate Specialist~~ (continued)

##### 3. ~~General Prevention and Intervention Strategies~~ (continued)

~~The Safe School Climate Committee shall:~~

- ~~1. Receive copies of completed reports following investigations of bullying and teen dating violence;~~
- ~~2. Identify and address patterns of bullying and teen dating violence among students in the school;~~
- ~~3. Implement the provisions of the school security plan and safety plan, (developed pursuant to Section 87 of PA 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the school's security and safety committee.~~
- ~~4. Review and amend school policies relating to bullying and teen dating violence;~~
- ~~5. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;~~
- ~~6. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;~~
- ~~7. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and~~
- ~~8. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and teen dating violence for the school.~~

~~Parent members of the Safe School Climate Committee are excluded from activities #1 and #3 or any other activity that may compromise the confidentiality of a student.~~

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 3. General Prevention and Intervention Strategies (continued)

- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence is likely to occur;
- e. Inclusion of grade appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school;
- f. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, or student who commits teen dating violence, parents and school employees. Such interventions with the bullied child or victim of teen dating violence may include referrals to a school counselor, psychologist, or other appropriate social or mental health services, and periodic follow up by the safe school climate specialist with the bullied child;
- g. School wide training related to safe school climate;
- h. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
- j. Planned professional development programs addressing bully/victim and teen dating perpetrator/victim problems;
- k. Student peer training, education and support. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex role stereotyping (e.g., males need to be strong and tough);
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n. Modeling by all school employees of positive, respectful, and supportive behavior toward students;

## Students

### Bullying

#### IV. ~~Staff Responsibilities and Intervention Strategies~~

##### B. ~~Responsibilities of the Safe School Climate Specialist (continued)~~

##### 3. ~~General Prevention and Intervention Strategies (continued)~~

- o. ~~Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;~~
- p. ~~Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.~~
- q. ~~Utilizing a culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.~~

#### V. ~~Reporting Obligations~~

##### A. ~~Report to the Parent or Guardian of the Perpetrator~~

~~If after investigation, acts of bullying or teen dating violence by a specific student are verified, not later than forty eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the school shall invite the parent/guardian of a student who commits any verified act of bullying or teen dating violence (after the completion of the investigation) to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen dating violence. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.~~

## Students

### Bullying

#### ~~V. Reporting Obligations (continued)~~

##### ~~B. Reports to the Targeted Student and his/her Parent or Guardian~~

~~If after investigation, acts of bullying or teen dating violence against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the victim of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying or teen dating violence. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena). In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying or teen dating violence was directed, after the completion of the investigation, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the targeted student's safety and to prevent further acts of bullying or teen dating violence. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.~~

~~Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.~~

##### ~~C. List of Verified Acts of Bullying/Teen Dating Violence~~

~~The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and maintain a list of the number of verified acts of bullying and teen dating violence in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying or teen dating violence involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying or teen dating violence shall be tallied as one verified act of bullying or teen dating violence unless the specific actions that are the subject of the report involve separate and distinct acts of bullying or teen dating violence. The list shall be limited to the number of such verified acts of bullying or teen dating violence in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.~~

## Students

### Bullying (continued)

#### VI. ~~Prohibition against Discrimination and Retaliation~~

##### A. ~~Safety~~

~~Discrimination and/or retaliation against any person who reports bullying or teen dating violence, provides information during an investigation of an act of bullying or teen dating violence, or witnesses or has reliable information about bullying or teen dating violence is prohibited.~~

~~The continuation and perpetuation of bullying or teen dating violence of a student through the dissemination of hurtful or demeaning material by any other student is prohibited.~~

~~The District will not tolerate any unlawful or disruptive behavior, including any form of bullying or teen dating violence, cyberbullying, discrimination or retaliation in our school buildings, on school grounds, or in school related activities. All reports and complaints of bullying, teen dating violence, cyberbullying, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore the student's against whom such bullying or teen dating violence was directed (target's) sense of safety. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.~~

~~Before formally investigating the allegations of bullying, teen dating violence, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to the alleged student against whom such bullying or teen dating violence was directed (target) and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the alleged victim (target) and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the alleged student against whom such bullying or teen dating violence was directed (target); and altering the alleged perpetrator's schedule and access to the alleged target. The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.~~

## Students

### Bullying

#### VI. ~~Prohibition against Discrimination and Retaliation~~

##### A. ~~Safety (continued)~~

~~The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying, teen dating violence or retaliation a student who has reported bullying, teen dating violence or retaliation, a student who has witnessed bullying, teen dating violence or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying, teen dating violence or retaliation.~~

~~Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School Climate Specialist or designee will contact the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.~~

##### B. ~~Law Enforcement Notification~~

~~The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the Principal's designee believes any acts of bullying or teen dating violence constitute criminal conduct.~~

#### VII. ~~Training Requirements for School Staff~~

A. ~~Certified staff of the District shall be provided in-service training on the prevention, identification and response to school bullying, and teen dating violence and the prevention of and response to youth suicide. (The Board, subject to the approval of the State Department of Education, is not required to offer an in-service program regarding bullying or youth suicide prevention and intervention if it instead implements an evidence-based model approach to this issue.)~~

B. ~~Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification, and response to school bullying, teen dating violence and the prevention of and response to youth suicide.~~

## Students

### Bullying

#### ~~VII. Training Requirements for School Staff (continued)~~

- ~~C. Non-certified staff of the District will participate in annual training to be provided, within available appropriations, by the Connecticut State Department of Education. The training may be presented in person by mentors, offered in state-wide workshops, or through on-line courses. Such training may include, but is not limited to:~~
- ~~1. Developmentally appropriate strategies to prevent bullying and teen dating violence among students in school and outside the school setting,~~
  - ~~2. Developmentally appropriate strategies for immediate and effective interventions to stop bullying and teen dating violence,~~
  - ~~3. Information regarding the interaction and relationship between students committing acts of bullying and teen dating violence, students against whom such acts of bullying and teen dating violence are directed and witnesses of such acts of bullying and teen dating violence,~~
  - ~~4. Research findings on bullying, such as information about the types of students who have been shown to be at risk for bullying and teen dating violence in the school setting,~~
  - ~~5. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d, as amended, or~~
  - ~~6. Internet safety issues as they relate to cyberbullying.~~

#### ~~VIII. Notification Requirements~~

- ~~A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.~~
- ~~B. The District's Safe School Climate Plan shall be made available on the Board's website and on the website of each individual school with the District. Such posting shall occur within thirty (30) days of the approval of such plan by the State Department of Education (Note: The Safe School Climate Plan must be approved by the Board of Education not later than January 1, 2012 and submitted to the State Department of Education.)~~
- ~~C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.~~

## Students

### Bullying (continued)

#### ~~IX. School Climate Assessments~~

- ~~A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including uniform surveys that collect information about students' perspectives and opinions about the school climate at the school and allow students to complete and submit such surveys anonymously, approved and disseminated by the State Department of Education.~~
- ~~B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.~~

#### ~~X. Bullying Through the Use of Technology (Cyberbullying)~~

~~An emerging form of bullying is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages.~~

~~There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying purposes. Any alleged misuse or abuse must be reported to any staff member or the Safe School Climate Specialist.~~

~~The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing or harassment is a violation and can be the basis for discipline on or off campus. When information is received that a student or students are involved in bullying through the use of technology either as the actor or a member of a group, or the victim, the following will be considered:~~

- ~~• If it takes place on campus or at a school sponsored event, disciplinary action will be taken.~~
- ~~• If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.~~

## Students

### ~~Bullying (continued)~~

#### ~~XI. Relationship to Other Laws~~

- ~~A. Consistent with state and federal laws, and the policies of the district and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color gender, religion, national origin, or sexual orientation. Nothing in the "Plan" prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or district policies.~~
- ~~B. In addition, nothing in the "Plan" is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the "Plan" covers the behavior.~~

#### ~~XII. Immunity for Board of Education, School Employees, Others~~

~~Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of a safe school climate plan and, in accordance with a school district safe school climate plan, report, investigate, or respond to bullying. PA 11 232 also extends this immunity to reports of bullying incidents by parents, students, and others to a school employee according to a safe school climate plan.~~

~~To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.~~

## I. Prohibition against Bullying, Teen Dating Violence and Retaliation

- A. The New Fairfield Board of Education expressly prohibits any form of bullying behavior and teen dating violence on school grounds; at a school-sponsored or school-related activity, function, or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased, or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.
- C. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process.
- D. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying
- E. Students who engage in bullying behavior or teen dating violence in violation of Board Policy #5131.911 and the District Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

## II. Definition of Bullying

- A. “**Bullying**” means the *repeated* use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:
  - 1. causes physical or emotional harm to such student or damage to such student's property;
  - 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - 3. creates a hostile environment at school for such student;
  - 4. infringes on the rights of such student at school; or
  - 5. substantially disrupts the education process or the orderly operation of the school.
- B. Bullying shall include, but not be limited to, written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socio-economic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics

### III. Other Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone, or other mobile electronic devices, or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electro-magnetic, photo-electronic, or photo-optical system;
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text-messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **"Outside of the school setting"** means at a location, activity, or program that is not school-related, or through the use of an electronic device or a mobile electronic device that is not owned, leased, or used by the New Fairfield Board of Education;
- F. **"School Climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (It is based on people's experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.)
- G. **"School employee"** means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a regional Board of Education or working in a public elementary, middle, or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle, or high school, pursuant to a contract with the local or regional Board of Education.
- H. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the New Fairfield Board of Education.
- I. **"Teen dating violence"** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

### IV. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents/guardians (~~or guardians of students~~) may file written reports of bullying. Written reports of bullying must be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying and the names of potential witnesses. Such reports may

be filed with any building administrator and/or the Safe School Climate Specialist in the building, and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this plan.

- B. Students may make anonymous reports of bullying to any school employee, but we strongly encourage students to go directly to their school counselor or a building administrator. A student may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where the student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. Prompt notice must be provided to the parents/guardians of the person bullied and the parents/guardians of the student alleged to have committed the act of bullying that such investigation has begun. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parents of the student suspected of being bullied must provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

## **V. Responding to Verified Acts of Bullying**

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents/guardians of the students against whom such acts were directed as well as the parents/guardians of the students who commit such acts of bullying of the finding not later than forty-eight (48) hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally

identifiable information about a student other than the parent/guardian's own child, will not be disclosed except as provided by law.

- B. In any instance in which bullying is verified, the building Principal (or other responsible program administrator) shall invite the parents/guardians of the student against whom such act was directed, and the parents/guardians of the student who commits any verified act of bullying, to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying. The meeting of the parents/guardians of the bullied student and the student committing the bullying shall be separate and distinct from each other.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a Student Safety Support Plan for any student against whom repeated acts of bullying were directed. Such a support and intervention plan will include safety measures to protect against further acts of bullying.
- D. The Student Safety Support Plan, which is a specific and individualized intervention plan, will also address recurrently perpetrated bullying incidents by the same individual. The plan may include counseling, discipline, and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee.
- E. Notice to Law Enforcement  
If the principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy and procedures regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the School Resource Officer and other individuals the principal or designee deems appropriate.
- F. If a bullying complaint raises concern about discrimination or harassment on the basis of legally protected classifications (such as race, color, religion, national origin, sex, sexual orientation, age, gender identity and expression, or disability), the Safe School Climate Specialist shall coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator, etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

## **VI. Teen Dating Violence**

- A. The school strictly prohibits, and takes very seriously any instances of, teen dating violence, as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.
- B. Students and parents/guardians (~~or guardians of students~~) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.
- C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such

conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

## **VII. Documentation and Maintenance of Log**

- A. Each school shall maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without the prior written consent of a parent, guardian, or eligible student, except as permitted under Board policy and state and federal law.
- B. The Safe School Climate Specialist in each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school, grade level, and date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.
- C. The Safe School Climate Specialist in each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

## **VIII. Other Prevention and Intervention Strategies**

- A. Bullying behavior and teen dating violence can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or to teen dating violence. While conduct that rises to the level of "bullying" or "teen dating violence," as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension, or expulsion) is a matter for the professional discretion of the building administration. No disciplinary action may be taken solely on the basis of an anonymous complain of bullying.
- B. A Student Safety Support Plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the building administrator.

C. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying and teen dating violence:

1. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

When an act or acts of teen dating violence are identified, the students involved may be counseled as to the seriousness of the conduct, the prohibition of teen dating violence, and their duty to avoid any such conduct. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

2. Disciplinary interventions

When acts of bullying are verified or teen dating violence occurs, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's student discipline policies.

Expulsion may be imposed only after a hearing before an impartial hearing officer designated by the Board of Education in accordance with the Board's student discipline policies. This consequence shall normally be reserved for serious incidents of bullying or teen dating violence and/or when past interventions have not been successful in eliminating bullying behavior.

3. Interventions for bullied students and victims of teen dating violence

The building administration shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or a victim of teen dating violence may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying or teen dating violence situations;

- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. An individualized Student Safety Support Plan;
- f. Restitution for property loss or damage incurred; and
- g. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence.

#### 4. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. Additional district actions may also ameliorate potential problems with teen dating violence. Within New Fairfield, comprehensive prevention and intervention strategies include:

- a. implementation of *Positive Behavior Interventions and Supports (PBIS)* as an evidence-based model for improving school climate ;
- b. publication of school rules and all Board of Education policies prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts at all schools in student-parent/guardian handbooks and on school and district websites;
- c. adequate adult supervision, primarily by teachers and administrators, as well as camera surveillance whenever possible, within all schools' outdoor areas, hallways, school cafeterias, and other specific areas where bullying or teen dating violence is likely to occur;
- d. video surveillance on school buses;
- e. implementation of a social-emotional skills development and problem-solving curriculum using *Second Step* materials in pre-K through grade 8, as well as social skills development and problem-solving curriculum and activities delivered through the New Fairfield High School Advisory Program;
- f. special social skills curriculum for special education students who may be at risk as bullying targets;
- g. individualized, developmentally-appropriate Student Safety Support Plans and interventions for the students against whom the acts of bullying and teen dating violence are directed as well as interventions for the bully or student who commits teen dating violence at each school;
- h. school-wide training related to Safe School Climate;
- i. promotion of parent/guardian involvement in bullying prevention through individual or team participation in meetings, training and individual interventions;
- j. data collection and analysis at each school site and district wide for the study of the types and frequency of bullying behaviors;

k. continued use of security cameras at all schools;

l. student peer training, education and support;

m. culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

D. In addition to prevention and intervention strategies, administrators, teachers and other employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, special assemblies, and by the continuous reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

### **IX. Annual Notice and Training**

A. Students and parents/guardians of students shall be notified annually of the process by which students may make reports of bullying.

B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.

C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school District Safe School Climate Plan and require that all school employees annually complete training on the identification, prevention, and response to bullying as required by law.

### **X. School Climate Assessments**

The Board shall require each school in the district to complete a biennial assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

#### Legal References:

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009)

Regulation approved: November 17, 2011  
Regulation revised: November 21, 2013  
Policy Regulation revised: October 30, 2014

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

## MODEL ANNUAL BULLYING NOTICE

Bullying behavior by any student in the New Fairfield Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student's property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

P.A. 11-232 prohibits retaliation against those who report bullying and requires school officials to notify police when they believe bullying conduct constitutes a crime. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents/**guardians** may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

New Fairfield Public Schools  
Report of Bullying Form/Investigation Summary

School \_\_\_\_\_ Date \_\_\_\_\_

Location(s) \_\_\_\_\_

**Reporter Information:**

Anonymous student report	_____	
Staff Member report	_____	Name _____
Parent/guardian report	_____	Name _____
Student report	_____	Name _____

**Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_

\_\_\_\_\_

**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_

\_\_\_\_\_

**For Staff Use Only:**

**Action of Reporter:** \_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**

\_\_\_\_\_

\_\_\_\_\_

**Bullying Verified?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Remedial Action(s) Taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

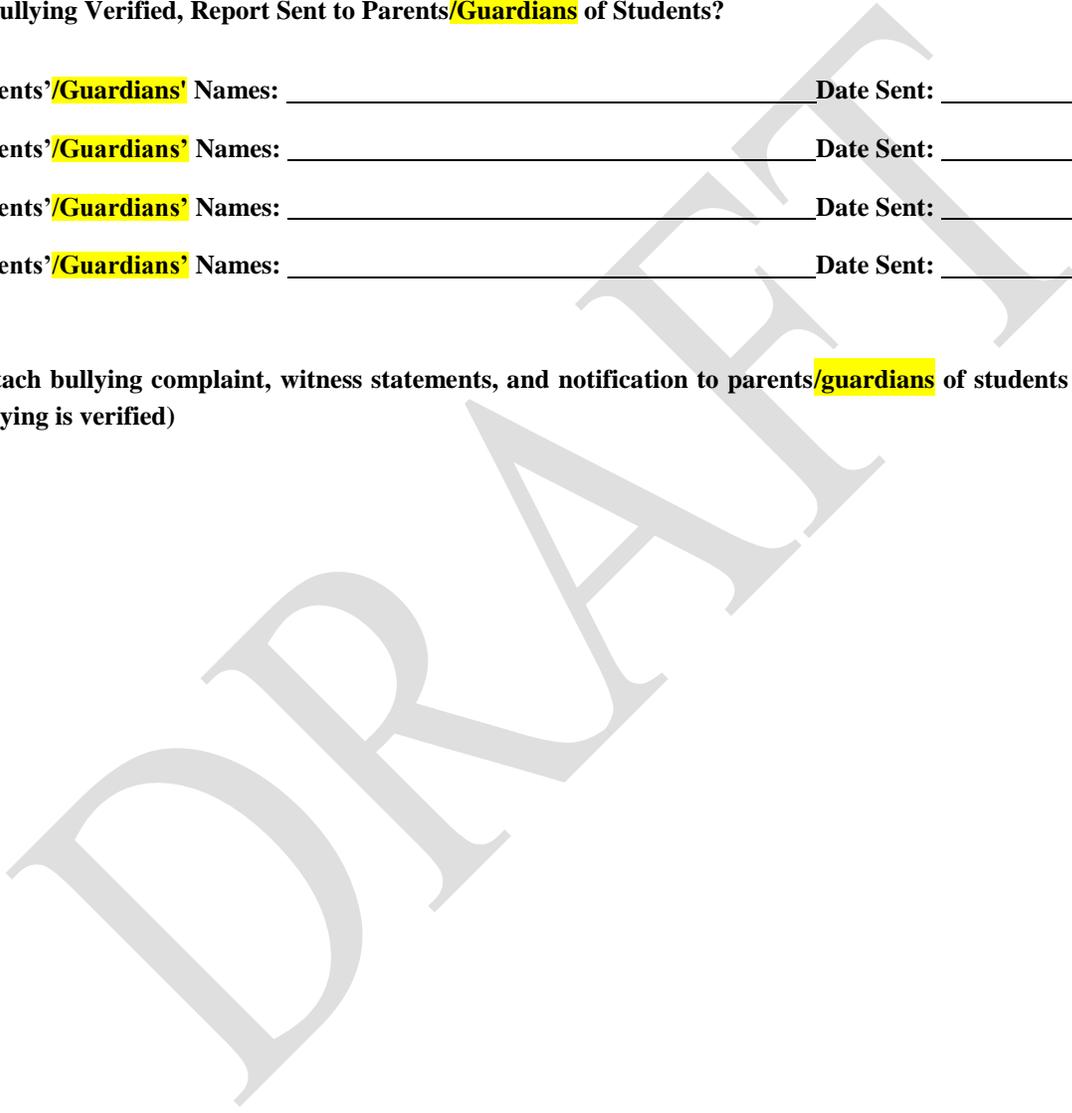
\_\_\_\_\_

**New Fairfield Public Schools**  
**Report of Bullying Form/Investigation Summary**  
(continued)

If Bullying Verified, Report Sent to Parents/**Guardians** of Students?

Parents'/**Guardians**' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

(Attach bullying complaint, witness statements, and notification to parents/**guardians** of students involved if bullying is verified)



## Students

### Student Sexual Harassment

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

### Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Circulating or showing emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

**Sexual Violence:** Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

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## Students

### Student Sexual Harassment

#### Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly and will take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual harassment and sex discrimination.

Legal References:     United States Constitution, Article XIV  
                              Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*  
                              Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, *et seq.*  
                              *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998)  
                              *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999)  
                              Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).  
                              Constitution of the State of Connecticut, Article I, Section 20.

Policy adopted:           February 7, 2002  
Policy readopted:        May 2, 2002  
Policy revised:           January 5, 2006  
Policy revised:           August 19, 2010

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

## Students

### Student Sexual Harassment

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

### Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Circulating or showing emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

**Sexual Violence:** Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

## Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she or his/her parent/legal guardian should make a written complaint to the ~~Assistant Superintendent~~ Chief Academic Officer or the Human Resources Director or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

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## Students

### Student Sexual Harassment

#### Complaint Procedure (continued)

3. The complaint should state the:
  - A. Name of the complainant,
  - B. Date of the complaint,
  - C. Date(s) of the alleged harassment/discrimination,
  - D. Name(s) of the harasser(s) or discriminator(s),
  - E. Location where such harassment/discrimination occurred,
  - F. Names of any witness(es) to the harassment/discrimination, ~~and~~
  - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination, **and**
  - H. **Remedy requested.**
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, **such as** due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or **his/her** designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. ~~Upon receipt of a sexual harassment or sex discrimination complaint, the~~ **The** Title IX Coordinator **or designee** shall ~~either promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint.~~ **The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct.** The investigation shall be ~~carried on~~ **conducted** discreetly,

maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.

8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the District's ability to investigate and/or take corrective action may be limited.
9. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
  - a) offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
  - b) provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;
  - c) consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;
  - d) investigate the factual basis of the complaint, including, as applicable, conducting interviews with the individuals deemed relevant to the complaint;
  - e) consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;
  - f) communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by the state and federal confidentiality requirements), within sixty (60) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
  - g) when sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment.

## Students

### Student Sexual Harassment

#### Complaint Procedure (continued)

10. ~~The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.~~

10. If the student complainant or alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may ~~also investigate the complaint further.~~ determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible: within fifteen (15) school days following the receipt of the written request for review.

~~If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.~~

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER (617) 289-0111).

Copies of this regulation will be distributed to all students.

## Title IX Coordinators

The Title IX Coordinators for the New Fairfield Board of Education are:

~~Assistant Superintendent of Schools~~

**Chief Academic Officer**

12 Gillotti Road

New Fairfield, CT 06812

Telephone Number: (203) 312-5755

Human Resources Director

3 Brush Hill Road

New Fairfield, CT 06812

Telephone Number (203) 312-5664-5660

Regulation approved:

August 7, 2003

NEW FAIRFIELD PUBLIC SCHOOLS

Regulation revised:

August 19, 2010

New Fairfield, Connecticut

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**NEW FAIRFIELD PUBLIC SCHOOLS**  
**New Fairfield, Connecticut**

**COMPLAINT FORM REGARDING SEX DISCRIMINATION  
AND SEXUAL HARASSMENT (STUDENTS)**

Name of the complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

\_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

\_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment. \_\_\_\_\_

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or harassment \_\_\_\_\_

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*Existing policy with a revision based on P.A. 16-55.*

## **Community Relations**

### **Otherwise Lawful Possession of Firearms on School Property**

Notwithstanding the otherwise lawful possession of firearms defined in Section 53a-3, (“any sawed off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged”) in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Board of Education.

The issuance of a permit to carry a pistol, revolver or other firearms does not authorize the possession or carrying of a pistol, revolver or other firearms on school district property. The Board of Education prohibits such possession on school district property.

The Board of Education may employ or enter into an agreement for public school security services with a firearm, as defined in state law, only with a sworn member of a local police department, a retired state or local police officer, or retired federal law enforcement agents and retired police officers from an out-of-state police department.

A motor vehicle inspector, designated under section C.G.S. 14-8 and certified pursuant to C.G.S. 7-294d, while engaged in the performance of such motor vehicle inspector’s official duties may carry weapons on school grounds, effective October 1, 2016.

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section 10-233a.

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder.

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty.

52a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by P.A. 16-55)

## **Community Relations**

### **Otherwise Lawful Possession of Firearms on School Property**

Legal Reference: Connecticut General Statutes (continued)

P.A. 13-188 An Act Concerning School Safety

P.A. 14-217 Section 254 of “Budget Implementer Bill”

P.A. 14-212 An Act Concerning the State Education Resource Center

P.A.16-55 An Act Concerning Recommendations by the Department of Motor Vehicles Regarding Hazardous Materials, Car Dealers, Student Transportation Vehicle Operators, Diversion Programs and Motor Vehicle Inspectors.

Policy adopted: April 21, 2015  
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

*Existing policy with optional revision based on P.A. 16-37.*

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

### **School Lunch Service**

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

The District shall offer meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, national origin, marital status, pregnancy or disability.

The Board shall provide food service for school lunches that meets the nutritional standards required by state and federal school lunch programs. The District's National School Lunch Program (NSLP) will operate to meet dietary specifications in accordance with the Health Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

School lunch service shall be provided in all schools having cafeterias. This service shall be under the supervision of the Food Service Provider who shall be responsible to the Director of Management Services and approved by the Board of Education. The Food Service Provider shall be contracted and bid on a periodic basis.

### **Aims**

Policies governing the operation of the school lunch program shall be:

1. To provide cafeteria facilities in all schools.
2. To provide wherever cafeteria facilities exist nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating. Varied and nutritious food choices shall be sold or served consistent with applicable federal government Dietary Guidelines for Americans.
3. To provide lunches free or at reduced rates to children whose economic or health needs require such action, with the approval of the Superintendent of Schools on recommendation of the Principal and school nurse and in accordance with the National School Lunch Program criteria.

### **Facilities**

Cafeteria facilities, wherever possible, shall include the following:

1. A carefully planned, well-equipped kitchen adjacent to each dining area;
2. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
3. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

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

### **School Lunch Service** (continued)

#### **Maintenance of Sanitary Conditions**

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times. The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and federal laws, regulations and requirements.

The Food Service Provider shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation. The Food Service Provider shall be responsible for the daily cleaning of all kitchen equipment including, but not limited to, the kitchen facilities, i.e., sinks, floors, ceilings, walls, etc.

#### **Financing**

The school lunch program shall be financed as follows:

1. Prices of school lunches shall be recommended by the Food Services Provider and approved by the Board of Education in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
2. Costs associated with the food services contract, and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Director of Management Services or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the district auditor. In compliance with federal law, the District's NSLP (and School Breakfast Program (SBP)) shall be non-profit.
3. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education operating budget.

#### **School Food Safety Inspections/School Food Safety Program**

The District shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The District shall obtain two (2) safety inspections per year in accordance with all local, state and federal laws and regulations. The District shall post the most recent inspection report and release a copy of the report to members of the public upon request.

The District shall comply with federal regulations in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of food borne illness among students.

## Business/Non-Instructional Operations

### School Lunch Service (continued)

#### **Farm to School Program** *(optional revision/addition to policy)*

Any bid submitted by a service management company in response to a request for proposal (RFP) or bid solicitation by the Board that is posted to the State Portal and that relates to the Board's school nutrition program shall include information detailing the consistency of such bid with the State's Farm to School Program and the ways in which such bid facilitates the purchase of products from local farmers by the Board. All other factors being equal, the Board shall give preference to the RFP or bid that promotes the purchase of local farm products.

(cf. 3542.31 – Participation in the National School Lunch Program)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

22-38d Farm to school program. (as amended by PA 16-37)

10-216 Payment of expenses.

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772)

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

10-215b-12 Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

**Business/Non-Instructional Operations**

**School Lunch Service**

Legal Reference: Connecticut General Statutes (continued)  
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).  
Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).  
P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751  
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.  
Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Policy adopted: October 19, 2000  
Policy revised: June 21, 2007  
Policy revised: May 19, 2011  
Policy revised: March 7, 2013  
Policy revised:

**NEW FAIRFIELD PUBLIC SCHOOLS**  
New Fairfield, Connecticut

*Existing policy with revisions based upon P.A. 16-91.*

## **Personnel – Certified/Non-Certified**

### **Recruitment and Selection**

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools. The Board of Education and/or the Superintendent of schools shall be responsible for the appointment of all building level and district-wide administrator positions, which appointments shall be made in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement and state and federal law.

The Superintendent of Schools is authorized to hire new personnel, the position and total number of which having been previously approved by the Board of Education. The Superintendent is also authorized to hire personnel to replace regular personnel whose employment has terminated either voluntarily or involuntarily. The Superintendent will consult with the administrator involved before hiring such personnel. The Superintendent of Schools and/or his/her designee shall be responsible for the selection and assignment of all personnel in the New Fairfield Public Schools except where such authority is reserved by the Board of Education, subject to the provisions of applicable collective bargaining agreement and state and federal law.

All personnel, including administrators, shall be selected on the basis of job-related skills, ability and potential contribution to the educational program and/or the best interests of the school system. It is the policy of the Board of Education to employ and retain the best qualified administrators, teachers and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance. The New Fairfield Board of Education is committed to a policy of non-discrimination in its recruitment, selection, and employment practices, in accordance with all state and federal regulations pertaining to Equal Employment Opportunity and Affirmative Action, as applicable.

The New Fairfield Board of Education recognizes that the increasing diversity of individuals and cultures is a growing characteristic of our state and nation, which should have a significant bearing on the activities of the school district. Further, the State of Connecticut has determined that the educational interests of the state require efforts by each school district to provide educational opportunities for its students to interact with teachers from other racial, ethnic and economic backgrounds in order to reduce racial, ethnic and economic isolation.

The Board believes that the importance of diversity of individuals and cultures must be recognized in the recruitment and selection of personnel in order to help promote an intellectually and culturally dynamic environment that enables students to gain an increased awareness and appreciation of the diverse world in which all are connected.

## **Personnel - Certified**

### **Recruitment and Selection** (continued)

Compensation shall be set on the basis of the current salary schedule as set forth in the applicable bargaining unit agreement. The Superintendent or designee shall report all new personnel hired at a Board meeting as soon after the appointments as possible.

The Superintendent shall insure that the District is in compliance with the provisions of Title I, the No Child Left Behind Act, and any other applicable state or federal laws. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools and staffing pattern reviews as required by law shall be conducted annually.

### **Hiring of Retired Teachers**

A **retired** teacher receiving benefits from the Teachers Retirement System (TRS) may be reemployed by the Board for up to one full school year in a position (1) designated by the Commissioner of Education as a subject shortage area, or (2) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one full school year. Such reemployment may be extended for an additional school year, provided the Board (a) submits a written request for approval to the Teachers' Retirement Board, (b) certifies that no qualified candidates are available prior to the reemployment of such teacher and (c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service. Upon Board approval of such employment, the retired teacher shall be eligible for the same health insurance benefits provided to active teachers employed by the District. No retirement benefits shall be paid during this period of reemployment.

Except as indicated below, and in the first paragraph in this section, a certified educator receiving retirement benefits from the Teachers Retirement System (TRS) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes except that such educator may be employed in such a position and receive no more than forty-five percent of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess.

Commencing July 1, 2016, to June 30, 2018, the exemption from the limitation on the compensation of a reemployed certified educator apply to an educator who (A) is receiving retirement benefits from TRS based on thirty-four or more years of credited service, (B) is reemployed in a district designated as an alliance district (pursuant to C.G.S. 10-262u), and (C) was serving in the district on July 1, 2015.

## **Personnel - Certified**

### **Recruitment and Selection** (continued)

~~On and after July 1, 2016,~~ a **A** certified educator receiving retirement benefits from the system may be employed and receive compensation, health insurance benefits, and other employment benefits provided to active teachers employed by such school system provided such teacher does not receive a retirement income during such employment. Payment of such teacher's retirement income shall resume on the first day of the month following the termination of such employment.

(cf. 4111.1/4211.1 - Affirmative Action in Recruitment and Selection)

Legal Reference: Connecticut General Statutes  
10-151 Employment of teachers. Notice and hearing on termination of contract.  
  
10-153 Discrimination on account of marital status.  
  
10-155f Residency requirement prohibited.  
  
10-183v Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut and P.A. 16-91, An Act Making Changes to the Teachers' Retirement System.  
  
10-220 Duties of boards of education.  
  
46a-60 Discriminatory employment practices prohibited.

Federal Law:  
  
Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act  
  
20 U.S.C. § 6319 Qualifications for teachers and paraprofessionals Section (Section 1119 of P.L. 107-110, No Child Left Behind)  
  
34 C.F.R. 200.55 et seq.

Policy adopted: June 1, 2006  
Policy revised: November 4, 2010  
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

*Existing policy with required revisions based on P.A. 16-67.*

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting**

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check.

In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

***Note:** Applicants for positions requiring a state certificate, authorization or permit must submit to a check of DCF's abuse and neglect registry, effective July 1, 2011. Applicants for positions not requiring state certification are required to submit to the DCF abuse and neglect registry beginning July 1, 2012.*

Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

The District, prior to hiring such applicants, ~~applicants,~~ will (1) ensure that they complete the above stated three requirements; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from SDE.

The background/reference checks shall be done in compliance with the statutory guidelines contained in Board policy #4112.51/4212.51, as amended.

District employees shall within 30 days after they are hired submit to state and national criminal background checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal background check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, ~~effective July 1, 2010,~~ shall also be required to undergo the same criminal background checks already required for school employees.

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting**

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181, June 19 Special Session, Public Act No. 09-1, PA 11-93, and PA 16-67)

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.

Policy adopted: June 1, 2006  
Policy revised: September 16, 2010  
Policy revised: March 15, 2012  
Policy revised:

**NEW FAIRFIELD PUBLIC SCHOOLS**  
New Fairfield, Connecticut

*A new recommended policy to consider, which replaces previous versions due to new legislation.*

## **Personnel -- Certified/Non-Certified**

### **Employment/Reference Checks**

The Board of Education (Board) believes that it is critical that references on an application be checked prior to an offer of employment. Also, in order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

### **Requirements for Applicants**

The Board shall not offer employment to an applicant for a position, including any position which is contracted for, if such applicant would have direct student contact, prior to the Board requiring of such applicant to provide:

1. Contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include the name, address and telephone number of each current or former employer.
2. Written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the State Department of Education (SDE) designated standardized form that interviewing employers send. The authorization also must consent to and authorize SDE to disclose information and related records to the District upon request and release such former employees and the SDE from any liability that may arise as a result of such disclosure or release.
3. To provide a written statement of whether he or she:
  - a. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
  - b. was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated by DCF of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
  - c. has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct.

## **Personnel -- Certified/Non-Certified**

### **Employment/Reference Checks (continued)**

#### **Reference Checking Procedures**

The District shall conduct a review of the applicant's employment history by contacting those employers listed in the required information provided by the applicant. Such review shall be conducted using the SDE form that requests:

1. the dates of employment of the applicant;
2. a statement as to whether the employer has knowledge that the applicant was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency or municipal police department or which has been substantiated; was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct.

Such review may be conducted by telephone or through written communication, not later than five business days after any such current or former employer of the applicant receives a request for such information, and responds with such information. The Board may request more information concerning any response made by a current or former employer. Such employer shall respond not later than five business days after receiving such request; and

The District shall also request information from SDE concerning:

1. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit;
2. whether SDE has knowledge that a finding has been substantiated by the Department of Children and Families of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding;
3. whether SDE has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

## **Personnel -- Certified/Non-Certified**

### **Employment/Reference Checks**

#### **Reference Checking Procedures** (continued)

The Board shall notify SDE if it receives information that an applicant for a position with the District or a current employee has been disciplined for a finding of abuse or neglect or sexual misconduct.

The Board will not employ an applicant for a position involving direct student contact who does not comply with the provisions of this policy.

#### **Temporary Hires**

The Board may employ or contract with an applicant on a temporary basis for a period not to exceed ninety days, pending the Board's review of the required and submitted applicant information provided:

1. The applicant has submitted to the District the three required disclosures;
2. The Board, has no knowledge of information pertaining to the applicant that would disqualify him/her from employment; and
3. The applicant affirms that he or she is not disqualified from employment with the Board.

#### **Employment Agreements**

The Board shall not enter into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
2. Affects the ability of the local or regional Board of Education, council or operator to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
3. Requires the Board, to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the Board, unless after investigation such allegation is dismissed or found to be false.

#### **Substitute Teachers**

The Board shall only hire applicants for substitute teaching positions who comply with this policy and who fulfill the disclosure requirements and after requesting information from the applicant's prior employers and SDE. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board shall hire only substitutes who are on such list.

## **Personnel -- Certified/Non-Certified**

### **Employment/Reference Checks**

#### **Substitute Teachers (continued)**

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

#### **Contractors and Their Employees**

In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to the contractor all information required of any applicant for a position in the district as previously described in this policy. The contractor shall contact any current or former employer of such employee that was a Board of Education, council or operator or if such employment caused the employee to have contact with children, and request, either by telephone or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee.

Such employer shall report to the contractor any such finding, either by telephone or through written communication. If the contractor receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, immediately forward such information to the Board of Education with which the contractor is under contract, either by telephone or through written communication.

Any Board of Education that receives such information shall determine whether such employee may work in a position involving direct student contact at any school under the Board's jurisdiction. No determination by a Board of Education that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

#### **Falsification of Records/Information**

Any applicant who knowingly provides false information or knowingly fails to disclose information required by this policy in compliance with applicable statutes shall be subject to discipline by the Board. Such discipline may include denial of employment, or termination of the contract of a certified employee.

It is understood that any employer and SDE who provide information to the Board and in accordance with this policy shall be immune from criminal and civil liability, provided the employer or SDE did not knowingly supply false information.

## Personnel -- Certified/Non-Certified

### Employment/Reference Checks (continued)

#### Communication

The District, as required, shall communicate with other education employers and also between an education employer and SDE, about findings of abuse or sexual misconduct by applicants or employees. The Board will notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct. In addition, the Board will provide, upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of an education employer or a contractor's employee.

#### Definitions

**“Sexual misconduct”** means any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student;

**“Abuse of a child or youth”** is defined as (a) inflicting physical injury or non-accidental injuries; (b) inflicting injuries that do not match the story associated with their origin; or (c) maltreatment, including malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment; and

**“Neglect of a child or youth”** is defined as (a) abandonment; (b) denial of proper care and attention physically, educationally, emotionally, or morally; or (c) allowing the child to live under conditions, circumstances, or associations injurious to the child's well-being.

**“Abuse and neglect”** also includes sexual assault as defined in the statutes. (C.G.S. 46b-120, and includes any violation of section 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a).

#### Offer of Employment

Prior to offering employment to an applicant, the Board shall make a documented good faith effort to contact each current and any former employer that was a Board of Education, council or operator or if such employment otherwise caused the applicant to have contact with children of the applicant in order to obtain information and recommendations which may be relevant to the applicant's fitness for employment, provided such effort shall not be construed to require more than three telephone requests made on three separate days.

The Board shall not offer employment to any applicant who had any previous employment contract terminated by a Board, council or operator or who resigned from such employment, if such person has been convicted of abuse or neglect or sexual misconduct.

## **Personnel -- Certified/Non-Certified**

### **Employment/Reference Checks**

(cf. 4112.5 – Security Check/Fingerprinting)  
(cf. 4121 – Substitute Teachers)

Legal References: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

5-193 through 5-269 -State Personnel Act

10-151c Records of teacher performance and evaluation not public records.

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67)

10-222c Hiring policy. (as amended by PA 16-67)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

PA 16-67 An Act Concerning the Disclosure of Certain Educational Personnel Records

Policy adopted:  
cps 6/16

**STATE OF CONNECTICUT**  
**Contractor Verification**  
**(in accordance with Public Act 16-67)**

**Directions to Contractor:** Connecticut law requires that any contractor applying or bidding for a contract (including individuals who are independent contractors) with a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator require any employee with the contractor who would be in a position involving direct student contact to supply the contractor with the information provided in this form. Information may be collected either through a written communication or telephonically.

In addition, pursuant to Connecticut General Statutes (C.G.S.) § 10-233c, the contractor is required to contact — either telephonically or through written communication — any current or former employer of an employee if such employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator or if the employment caused the employee to have contact with children, to request any information concerning whether there was a finding of abuse or neglect or sexual misconduct against the employee. If the contractor receives any information indicating such a finding, or otherwise has knowledge of such a condition, the contractor must immediately forward such information to any local or regional board of education with which the contractor is under contract.

**Directions to Employee of Contractor:** Pursuant to Connecticut state law, employees of a contractor who would be in a position involving direct student contact must supply all of the information provided in Section 2 of this form.

**Section 1 - To be completed by Contractor**

Name	
Street Address	
City, State, Zip Code	
Contact person	
Telephone number/email address	

**Section 2 — To be completed by Employee of Contractor**

**Part A.** On a separate sheet of paper, please list the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator, or if such employment otherwise caused you to have contact with children.

**Part B. Please complete the questions below in their entirety.**

**Have you ever:**

**Y**      **N**  
        Been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department (answer “no” if the investigation resulted in a finding that all allegations were unsubstantiated)?

**Y**      **N**  
        Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (the “department”), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-10lg of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

**Y**      **N**  
        Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (the “department”), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-10lg of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

**Y**      **N**  
        Had a professional or occupational license or certificate suspended or revoked or ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the department or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the department of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

**Part C - Written Consent and Disclosure Authorization.** I hereby authorize the entities I have listed in Section 2 of this form to release to the entity listed in Section 1 of this form the information required to be released by my previous employer pursuant to (C.G.S.) §10-222c along with any related records. I hereby consent to and authorize disclosure by the State Department of Education of the information requested pursuant to C.G.S. §10-222c, as amended by Public Act 16-67, and I hereby authorize the release by the State Department of Education of any related records. I further hereby release the above-named employer(s) and the State Department of Education from any and all liability of any kind that may arise from the disclosure or release of records requested pursuant to C.G.S. §10-222c, as amended by Public Act 16-67.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**NOTES:**

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

**Sexual Misconduct means** “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes §10-222c(k).

**Abuse or Neglect means** “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes §10-222c(k).

*The Connecticut State Department of Education is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, age, criminal record, political beliefs, genetic information, intellectual disability, past or present history of mental disability, learning disability, or physical disability, including, but not limited to, blindness or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.*

Existing regulation with revisions based on P.A. 16-67.

**Personnel – Certified**

**Security Check/Fingerprinting**

Each applicant for a position within the public school system shall be asked whether s/he has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. Each person hired by the school system shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

1. No later than ten calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practical, the Superintendent or his/her designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the regional service center or local New Fairfield Police Department. This packet shall also contain all documents and materials necessary for the regional service center to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal record checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

**Personnel – Certified**

**Security Check/Fingerprinting (continued)**

6. Each applicant for a position involving direct student contact is required to make three disclosures to the Board for a position involving direct student contact. The applicant must:
  - a. Provide the District with contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include each employer's name, address, and telephone number.
  - b. Provide a written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the SDE-designed standardized form that interviewing education employers send. The authorization also must consent to and authorize SDE to disclose information and related records to requesting education employers and release such former employers and SDE from any liability that may arise from such disclosure or release.
  - c. Give a written statement about whether he or she:
    - i. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency, or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
    - ii. was disciplined or asked to resign from a job or resigned from or otherwise separated from any job while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or because of an allegation substantiated by DCF of abuse or neglect or sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
    - iii. had a professional or occupational license or certificate suspended or revoked or ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because of an allegation substantiated by DCF of abuse or sexual misconduct or a conviction for abuse or sexual misconduct.

**Personnel – Certified**

**Security Check/Fingerprinting** (continued)

7. The District is prohibited from offering employment for any position involving direct student contact until the following has occurred:
  - a. the applicant has complied with the above disclosure requirements;
  - b. the District has reviewed, either through written or telephone communication, the applicant's employment history on the standardized form filled out by current and past employers, which current or former employers must complete and return within five business days of receipt; and
  - c. the District has requested information from SDE about the applicant's eligibility status for a position requiring a certificate, authorization, or permit; previous disciplinary action for a substantiated finding of abuse or neglect or sexual misconduct; and notice of a criminal conviction or pending criminal charges against the applicant.
8. A good faith effort to reach an applicant's current and previous employers shall be made. A "good faith effort" is one requiring no more than three phone calls on three separate days.
9. The District may request additional information from an applicant's current or former employers relating to any response the applicant listed on the standardized SDE form, to which the applicant must respond within five business days of receipt. Immunity is provided from criminal and civil liability to any employer who provides such information, as well as to SDE, as long as the information supplied is not knowingly false.
10. The information available to the Board from SDE about an applicant may include:
  - a. any information about the applicant's eligibility for employment with such education employer in a position that requires a certificate, authorization, or permit;
  - b. whether SDE knows if the applicant was disciplined for a finding of abuse or neglect or sexual misconduct, and any information related to the finding; and
  - c. whether SDE has been notified that the applicant has been convicted of a crime or of pending criminal charges against the applicant and any information about such charges.
11. Applicants for substitute teaching positions must also fulfill the disclosure requirements as listed above. The District will also request information from the applicant's prior employers and SDE (in the same manner required for other applicants).

**Personnel – Certified**

**Security Check/Fingerprinting** (continued)

12. Adult education teacher and substitute teachers, if continuously employed by the district, do not have to be re-fingerprinted after fulfilling the initial requirement.
13. The District shall maintain a list of individuals suitable to work as substitute teachers. Only those on the list may be hired as substitute teachers. An individual remains on the list as long as (1) he or she is continuously employed by the District as a substitute teacher and (2) District does not have any knowledge that would cause the person to be removed from the list.
14. School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.
15. Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also submit to a criminal history check. The criminal history check shall be done prior to being placed in a school for clinical experiences such as field experiences, student teaching or internship. Candidates are required to be fingerprinted at one of the RESCs and not through local police stations or the school district. The District is required to notify the State Board of Education if notice is received that a student teacher has been convicted of a crime.
16. Each applicant for a certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
17. ~~On or after July 1, 2012,~~ Each applicant for a non-certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
18. Contractors that apply for positions involving direct student contact are required to perform the checks on their employees who would fill such positions. These checks are similar to the ones the District must perform on applicants.
  - a. A contractor's employee must fulfill the three disclosure requirements that a regular, direct applicant for such a position must fulfill.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting (continued)**

- b. The contractor must contact any current or former employers that were education employers and request, by telephone or in writing, any information about whether there was a finding of abuse or neglect or sexual misconduct against the employee, and which the employer must report if there is one.
  - c. Should the contractor receive any information indicating such a finding or otherwise has knowledge of one, he or she must immediately forward, either by telephone or in writing, the information to the District.
  - d. The District must determine whether the employee may work in a position involving direct student contact at any of its schools.
  - e. It is not considered a breach of contract for the District to determine that the contractor's employee is forbidden to work under any such contract in such a position.
19. The District shall notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct.
20. The District is required to provide upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of the Board or a contractor's employee.
21. The Board is prohibited from entering into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement, or any other agreement or take any action that results in any of the following outcomes:
- a. has the effect of suppressing information about an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  - b. affects the education employer's ability to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  - c. requires the district to expunge information about an allegation or finding of suspected abuse or neglect or sexual misconduct from any documents it maintains, unless after investigation the allegation is dismissed or found to be false.

**Personnel – Certified/Non-Certified**

**Security Check/Fingerprinting (continued)**

22. The District may employ or contract with an applicant for up to 90 days while awaiting the complete review of their application information, as long as the following has occurred:
- a. the applicant has submitted to the District the three required disclosures,
  - b. the District has no information about the applicant that would disqualify him or her from employment, and
  - c. the applicant affirms that he or she is not disqualified from employment with the education employer.
23. Applicants who knowingly provide false information or knowingly fail to disclose information that is statutorily required to the District is subject to discipline by the District. Such discipline may include denial of employment or termination of a certified employee's contract.

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

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181, June 19 Special Session, Public Act No. 09-1, PA 11-93 and PA 16-67)

17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.

PA 01-173 An Act Concerning Revisions to the Education Statutes

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.

Regulation approved:  
Regulation revised:  
Regulation revised:

June 1, 2006  
March 15, 2012

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

*An optional policy to consider.*

## **Personnel – Certified/Non-Certified**

### **Alcohol, Drugs and Tobacco**

#### **Drug and Alcohol-Free Workplace**

#### **Medical Marijuana Standards**

For the purposes of this policy, pursuant to Connecticut Public Act 12-55 and Public Act 16-23, “An Act Concerning the Palliative Use of Marijuana,” a *qualified medical marijuana user* means:

- A qualifying patient who is a state resident and diagnosed by a physician as having a debilitating medical condition,
- A designated caregiver, eighteen years of age or older, other than the patient’s doctor, who agrees to take responsibility for managing the patient’s well-being with respect to his/her palliative use of marijuana, or
- A licensed, in-state dispensary to obtain the palliative marijuana products,

who has a registration certificate issued by **the Department of Consumer Protection (DCP)** that is valid for the same period as the written certification from the physician, in the form prescribed by DCP, not to exceed one year, related to the medical use of marijuana to treat or alleviate an individual’s debilitating condition or symptoms associated with the debilitating medical condition. A dispensary shall not dispense any marijuana products in a smokable, inhalable or vaporizable form to a qualifying patient who is under eighteen years of age.

Unless required by federal law or the involvement of the loss of a monetary or licensing federal funding, the District may not discriminate against a person in hiring, terminating or imposing any term or condition of employment or otherwise penalize a person solely;

- on the basis of the person’s status as a ~~DEP~~ **DCP** certificated medical marijuana user, or
- for a positive test for marijuana components or metabolites,
  - ❖ unless the person used, possessed, or was impaired by marijuana on the premises of employment or during the hours of employment.

The Board of Education understands that P.A. 12-55 and P.A. 16-23 do not restrict the District’s ability to prohibit the use of intoxicating substances during work hours or to discipline an employee for being under the influence of intoxicating substances during work hours or while on school property or at a school-sponsored activity. A certified medical marijuana user shall not be protected from punishment or other penalties if he/she ingests marijuana at school, on school grounds or at school-sponsored activities.

## **Personnel – Certified/Non-Certified**

### **Alcohol, Drugs and Tobacco**

#### **Drug and Alcohol-Free Workplace**

#### **Medical Marijuana Standards (continued)**

The District shall not refuse to hire a person or may discharge, penalize or threaten an employee solely on the basis of such person's or employee's status as a registered qualifying patient or caretaker.

In addition, per P.A. 12-55, as amended by P.A. 16-23, no person is authorized to engage in:

- undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice,
- possessing or engaging in the medical use of marijuana:
  - ❖ on a motor bus or school bus;
  - ❖ in the work environment;
  - ❖ on the school grounds of any preschool, elementary or secondary school;
  - ❖ in any public place that is used or held out for use by the public, whether owned or operated for public or private interests; or
  - ❖ within the direct line of sight of anyone under eighteen years of age in a way that exposes someone under age eighteen to second-hand marijuana smoke, or both.

The District does not allow the ingestion of marijuana for palliative use by any individual, adult or student, in any District school, on school grounds or at school-sponsored activities, on or off school grounds. While performing any duty in the capacity of District employee, an employee may be disciplined, up to and including suspension or termination, for ingesting marijuana in the workplace or working under the influence of marijuana.

A registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.

Wherever inconsistencies of interpretation arise, the law and regulation prevail.

When District officials have a reasonable belief an employee may be under the influence, in possession of or distributing marijuana in a manner not authorized by the medical marijuana statutes, law enforcement authorities will be informed.

(cf. 4118.231/4218.231 – Alcohol, Drugs and Tobacco)  
(cf. 4118.232/4218.232 – Drug-Free Workplace)

## **Personnel – Certified/Non-Certified**

### **Alcohol, Drugs and Tobacco**

### **Drug and Alcohol-Free Workplace**

### **Medical Marijuana Standards**

Legal Reference: Connecticut General Statutes

P.A. 12-55 An Act Concerning the Palliative Use of Marijuana

P.A. 16-23 An Act Concerning the Palliative Use of Marijuana

19a-342 Smoking prohibited in certain places

21a-408 et seq. Palliative Uses of Marijuana (as amended by P.A. 16-23)

Drug-Free Workplace Act 102 Stat. 4305-4308

Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (1991)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation

54 Fed. Reg. 4946 (1989)

Policy adopted:

cps 1/13  
rev 6/16

*Existing policy with revisions based on P.A. 16-67.*

## **Personnel -- Certified**

### **Substitute Teachers**

#### **Definitions**

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

1. Holds a bachelor's degree from an accredited institution; ~~or, has applied for authorization to teach as a substitute teacher without a bachelor's degree. The Commissioner of Education may waive requirement for a Bachelor's Degree for good cause upon the request of the Superintendent of Schools;~~
2. Is able to perform the essential job functions of the position, with or without reasonable accommodation;
3. Demonstrates appropriate work ethic and effectiveness in working with children.

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

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

#### **Conditions of Employment**

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

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

## **Personnel -- Certified**

### **Substitute Teachers**

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

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

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

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

Legal Reference: Connecticut General Statutes

10-183v Reemployment of teachers

10-145a Certificates of qualifications for teachers, as amended by P.A. 11-27, An Act Concerning Substitute Teachers.

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67)

10-222c Hiring policy. (as amended by PA 16-67)

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

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

*Existing policy with a technical revision based on P.A. 16-23 and updated legal reference.*

## **Students**

### **Alcohol, Drugs and Tobacco**

#### **I. Definition of Terms**

**“Drug/Mood Altering Substance/Alcohol”** shall include any alcohol or malt beverage, and drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substance and any capsules or pills not registered with the nurse, annotated within the student’s health record and given in accordance with the school district policy for the administration of medication to students in school.

**Drugs** are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient’s physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

**Controlled substances**, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

**Under the influence**, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

**“Child Study Team”** is a multi-disciplinary team composed of school personnel. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. The team will enlist the resources of a licensed drug and alcohol facility when professional assessment and/or group programs are recommended.

**“Chemical Abuse Specialist”** is a community-based chemical abuse specialist with expertise in the area of chemical dependency and school based assessment (such as those resources and personnel from a licensed drug and alcohol facility to be utilized by the New Fairfield Public Schools).

**“Distributing”** is to deliver, sell, pass, share or give any tobacco, alcohol, drug or mood altering substance as defined by this policy from one person to another or to aid therein.

## Students

### Alcohol, Drugs and Tobacco

#### I. Definition of Terms (continued)

**“Possession”** is to possess or hold, without any attempt to distribute any tobacco, alcohol, drug or mood-altering substance determined to be illegal, or as defined by this policy.

**“Drug Paraphernalia”** includes any utensil or item which in the school’s judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, bowls, crack vials, miniature cocaine spoons and tobacco rolling paper.

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

#### II. Alcohol and Drugs

The New Fairfield Board of Education recognizes the harmful effect that substance abuse can have on a student and the student’s peer group. For this reason, a student on school grounds or at a school-sponsored activity at any time or at any location who is under the influence of alcohol, drugs or mood-altering substances or possesses, uses, manufactures, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the Board of Education policies and regulations, as described in Expulsion and Suspension Policy 5114.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

The New Fairfield School System will, in a coordinated effort, attempt to respond openly and effectively to the uses and abuses of drugs, alcohol and mood-altering substances by members of the student population. This effort, through the curriculum, community support and resource services, such as those provided by a licensed drug and alcohol facility, and strong, consistent administrative rehabilitative and disciplinary procedures, will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, and mood altering substances by its student population.

## **Students**

### **Alcohol, Drugs and Tobacco (continued)**

#### **III. Tobacco**

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including but is not limited to, cigarettes, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products. In order to protect students and staff, the Board prohibits the use of tobacco or nicotine-based products in school buildings, on school grounds, in school vehicles, or at any school-related event.

In the face of overwhelming evidence about smoking as a health hazard, and in keeping with the teachings in our school curriculum, and as a further deterrent and prevention against smoking by young persons, the New Fairfield Board of Education institutes the following policy:

1. Smoking and the use of tobacco products is prohibited in school buildings, on school property, at school activities, and on school buses at all times. All schools are “Drug-Free School Zones.”
2. Visible display and/or possession of tobacco products by students is prohibited on school property.
3. The New Fairfield Board of Education authorizes the principal and/or designee of New Fairfield High School to notify and provide statements or other assistance to the New Fairfield Police Department with respect to violations by students of the CT General Statutes prohibiting smoking in public buildings.

Any student (over the age of sixteen) found to be in violation of this policy will be subject to arrest by the New Fairfield Police Department who may issue smoking policy violators a Superior Court enforced ticket in compliance with the Connecticut General Statute.

#### **IV. School Guidelines**

As an extension of this policy, the New Fairfield Board of Education directs the Superintendent to develop guidelines to be used by all school district personnel in responding to drug, mood-altering substance, and alcohol-related situations.

## **Students**

### **Alcohol, Drugs and Tobacco**

#### **IV. School Guidelines (continued)**

As an integral part of the New Fairfield Public Schools, Tobacco, Alcohol and Other Drug guidelines represent one component in a district-wide effort to respond effectively to tobacco, drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are also intended to provide a consistent disciplinary means to respond to tobacco, alcohol and other drug-related incidents. The New Fairfield Public Schools will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

#### **V. Instruction**

Students will receive instruction emphasizing the effect of alcohol, nicotine, tobacco, and drugs on health, character, and personality development wherever appropriate in the health education program and such other contexts which touch on the subject.

#### **VI. Cooperation with Community and Parents**

Any effort put forth by the New Fairfield Public Schools to address alcohol, drugs and tobacco usage requires support from all parents and cooperation from the community in order to be effective.

#### **VII. Medical Marijuana**

Although possession and use of marijuana for certain medical conditions, consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," as amended by P.A. 16-23, is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds or at a school-sponsored activity. The District will continue to enforce its policies regarding controlled substances and any students who violate District policy prohibiting the use, sale or possession of illegal drugs in District facilities and school property will be subject to disciplinary and criminal action.

## Students

### Alcohol, Drugs and Tobacco

Legal Reference: Connecticut General Statutes

- 1-21b Smoking prohibited in certain places.
- 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
- 10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
- 10-220b Policy statement on drugs.
- 10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
- 21a-240 Definitions dependency producing drugs.
- 21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs.
- 21a-240(9) Definitions “controlled substance.”
- 21a-243 Regulation re schedules of controlled substances.
- 21a-408 et. seq. Palliative Uses of Marijuana (as amended by P.A. 16-23)
- 53-198 Smoking in motor buses, railroad cars and school buses.
- P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.
- P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.
- P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.
- Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
- 20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
- New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
- Veronia School District 47J v. Acton*, 515 U.S. 646. (1995)
- Board of Education of Independent School District No 92 of Pottawatomie County v. Earls* 01-332 U.S. (2002).

Policy adopted: June 16, 2005  
Policy revised: April 26, 2012  
Policy revised: May 2, 2013  
Policy revised: March 6, 2014  
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

*A separate policy addressing medical marijuana use, applicable to students and staff, to consider.*

## **Students**

### **Medical (Palliative) Use of Marijuana**

This policy sets forth the prohibited use of medical marijuana (palliative use) in the District's schools and on its property.

### **Definitions**

**“Palliative use”** means the acquisition, distribution, transfer, possession or transportation of marijuana or paraphernalia relating to marijuana, including the transfer of marijuana and paraphernalia relating to marijuana from the patient's primary caregiver to the qualifying patient, to alleviate a qualifying patient's symptoms of a debilitating medical condition or the effects of such symptoms, but does not include any such use of marijuana by any person other than the qualifying patient.

**“Qualifying patient”** means a person who is a resident of Connecticut, has been diagnosed by a physician as having a debilitating medical condition, and is eighteen years of age or older, is an emancipated minor, or has written consent from a custodial parent/guardian or other person having legal custody of such person that indicates that such person has permission from such parent, guardian or other person for the palliative use of marijuana for a debilitating medical condition and that such parent, guardian or other person will serve as a primary caregiver for the qualifying patient and control the acquisition and possession of marijuana and any related paraphernalia for palliative use on behalf of such person.

**“Primary caregiver”** means a person, other than the qualifying patient and the qualifying patient's physician, who is eighteen years of age or older and has agreed to undertake the responsibility for managing the well-being of the qualifying patient with respect to the palliative use of marijuana, provided in the case of a qualifying patient under eighteen years of age and not an emancipated minor or otherwise lacking legal capacity, such person shall be a parent, guardian or person having legal custody of such qualifying patient and in the case of a qualifying patient eighteen years of age or older or an emancipated minor, the need for such person shall be evaluated by the qualifying patient's physician and such need shall be documented in the written certification, issued by a physician (does not include a physician assistant).

**“Debilitating medical condition”** means cancer, glaucoma, positive status for human immunodeficiency virus or acquired immune deficiency syndrome, Parkinson's Disease, multiple sclerosis, damage to the nervous tissue of the spinal cord with objective neurological indication of intractable spasticity, epilepsy, or uncontrolled intractable seizure disorder, cachexia, wasting syndrome, Crohn's disease, post-traumatic stress disorder, irreversible spinal cord injury with objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis or terminal illness requiring end-of-life care, except, if the qualifying patient is under eighteen years of age. “debilitating medical condition” means terminal illness requiring end-of-life care, irreversible spinal cord injury with objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis, severe epilepsy or uncontrollable seizure disorder.

## **Students**

### **Medical (Palliative) Use of Marijuana**

#### **Definitions** (continued)

**“Research program”** means a study approved by the Department of Consumer Protection (DCP) and undertaken to increase information or knowledge regarding the growth, processing, medical attributes, dosage forms, administration or use of marijuana to treat or alleviate symptoms of any medical conditions or the effects of such symptoms.

Although possession and use of marijuana for certain medical conditions is permitted in Connecticut, the Board of Education (Board) recognizes that the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student or employee is on campus, riding a school bus or at school-sponsored activities.

To qualify for medical marijuana use, an unemancipated minor must have written consent from a custodial parent/guardian or other person with legal custody, indicating that the person has given permission for the minor to use marijuana for a debilitating condition, as defined. The written consent must state that the person will serve as the minor’s primary caregiver and control the acquisition and possession of marijuana and any related paraphernalia on the minor’s behalf.

The unemancipated minor via the person with legal custody, must provide ~~DEP~~ DCP with a letter from the minor’s primary care provider in addition to another letter from a physician certified in an area involved in the treatment of the minor’s debilitating condition. Such written certification shall not be for marijuana in a dosage form that requires that the marijuana be smoked, inhaled, or vaporized.

The protections provided to patients, both adult and minors, utilizing medical marijuana is prescribed in state statute, do not apply if the patient ingests marijuana in certain settings such as at work, at school, or in public.

It is the Board’s intent, via this policy to maintain compliance with state and federal laws with regard to the prohibited use of marijuana in the schools, on school property and at school-related activities. This policy is also intended to maintain compliance with the afore-mentioned federal legislation. The Board directs the Superintendent and staff to continue to enforce its current policies regarding controlled substances. Any student or employee who violate District policies prohibiting the manufacture, distribution, dispensation, possession or use of illegal drugs in District schools, on District property or as part of any District activities will be subject to disciplinary and criminal action, up to and including suspension, expulsion or termination of employment.

## Students

### Medical (Palliative) Use of Marijuana

No District school may refuse to enroll any person or discriminate against any student solely on the basis of such person's or student's status as a qualifying patient or primary caregiver, per sections 1 to 15, inclusive, of P.A. 12-55, as amended by P.A. 16-23.

The District shall not refuse to hire a person nor discharge, penalize, or threaten an employee solely on the basis of such person's or employee's status as a qualifying patient or primary caregiver, as described in P.A. 12-55, as amended. However, the Board retains its ability to prohibit the use of intoxicating substances during work hours and its ability to discipline an employee or student for being under the influence of intoxicating substances during work hours, while on school property or at a school-sponsored activity.

#### Notes:

- 1. The use of marijuana, including for palliative (medical) uses in schools, on school grounds and at school activities violates drug abuse laws, is educationally disruptive and violates the spirit of the drug, alcohol and tobacco free campus.*
- 2. The District needs to notify applicants/staff of the medical marijuana policy and what constitutes disciplinary action. If the staff member is involved in a safety-related position, the policy must be very strict.*
- 3. The District should place its focus on impairment and performance issues, due to the fact that the statute specifically prohibits the use of medical marijuana in the schools and school buses.*
- 4. The District has the right and responsibility to maintain a drug-free workplace, protecting the safety of all employees and students.*
- 5. The law provides no protection for the use of medical marijuana on the job or in the school setting.*

(cf. 4118.231/4218.231 – Alcohol, Drugs and Tobacco)

(cf. 4118.232/4218.232 – Drug-Free Workplace)

(cf. 4118.235/4218.235 – Medical Marijuana Standards)

(cf. 5114 – Suspension/Expulsion)

(cf. 5131 – Conduct)

(cf. 5131.61 – Inhalant Abuse)

(cf. 5131.62 – Steroid Use)

(cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)

(cf. 5131.8 – Out of School Grounds Misconduct)

(cf. 5131.92 – Corporal Punishment)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.12 – Search and Seizure)

(cf. 5145.121 – Vehicle Searches on School Grounds)

(cf. 5145.122 – Use of Dogs to Search School Property)

(cf. 5145.124 – Breathalyzer Testing)

(cf. 5145.125 – Drug Testing-Extracurricular Activities)

(cf. 6164.11 – Drugs, Alcohol, Tobacco)

## **Students**

### **Medical (Palliative) Use of Marijuana (continued)**

Legal Reference: Connecticut General Statutes  
1-21b Smoking prohibited in certain places.  
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.  
10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.  
10-220b Policy statement on drugs.  
10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.  
21a-240 Definitions dependency producing drugs.  
21a-240(8) Definitions “Controlled Drugs,” dependency producing drugs.  
21a-240(9) Definitions “controlled substance.”  
21a-243 Regulation re schedules of controlled substances.  
21a-408 Palliative Use of Marijuana (as amended by P.A. 16-23)  
53-198 Smoking in motor buses, railroad cars and school buses.  
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.  
P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.  
P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.  
Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.  
20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.  
Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act).  
*New Jersey v. T.L.O.*, 469 U.S. 325 (1985).  
*Veronia School District 47J v. Acton*, 515 U.S. 646. (1995).  
*Board of Education of Independent School District No 92 of Pottawatomie County v. Earls* 01-332 U.S. (2002).

Policy adopted:

cps 1/13  
rev 6/16

*Existing policy with revision based on P.A. 16-188.*

## Students

**DRAFT**

### Reporting Child Abuse/Neglect or Sexual Assault

Connecticut General Statutes 17a-101, as amended by Public Act 96-246, 97-319, 02-106, 02-138, 09-242, 11-93 and 15-205 requires all school employees including the school superintendent, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, tutors, mentors, licensed nurses, physicians, psychologists, social workers and coaches of intramural or interscholastic athletics, co-curricular advisors, or any other person, who in the performance of his/her duties has regular contact with students and who provides services to District students who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm or sexually abused by a school employee to immediately report such abuse, neglect, and sexual assault in compliance with applicable state statutes. Furthermore, it is the policy of the New Fairfield Board of Education to require all personnel who have reasonable cause to suspect or believe that any child under the age of 18 has been abused or neglected or placed in imminent risk of serious harm by any person to report such suspected abuse and/or neglect. Reports must be made when information is learned or obtained during the ordinary course of such person's employment or profession.

An oral report by telephone or in person shall be made as soon as possible but no later than twelve (12) hours to the Commissioner of Children and Families (DCF) and to the Superintendent of Schools or his/her designee followed within forty-eight (48) hours by a written report to the Department of Children and Families. The Child Abuse and Neglect Hotline, 1-800-842-2288, should be used for telephone reports; DCF Form #136 should be used for written reports. Forms are located in all schools.

Mandated reporters are equally responsible to comply with procedures and timeline requirements for oral and written reports. District social workers, or in their absence, building administrators may assist in filing these reports, if the reporter chooses. This confidential copy of the official written report, prepared and submitted by the mandated reporter, shall be submitted to the Director of Pupil Personnel Services (PPS); and it shall be maintained in a confidential file in the PPS office.

In all cases, the Building Principal shall be notified immediately after the oral report has been made to DCF. The Building Principal will then notify the Superintendent of Schools.

For these purposes, a child has been the object of child abuse or neglect if he or she has a specific injury or injuries inflicted upon him or her by a person responsible for such child's or youth's health, welfare, or care by a person given access to such child by such responsible person, or by a school employee other than by accidental means, or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment, or has been neglected as defined by the Connecticut General Statutes, regardless of the offender-victim relationship and regardless of the offender's affiliation with any organization. [See Appendix A, Indicators of Abuse and Neglect.]

## Students

### Reporting Child Abuse/Neglect or Sexual Assault (continued)

Any school personnel who has reasonable cause to suspect that a district employee is abusing or sexually assaulting a student shall orally report that suspicion as soon as possible but no later than twelve (12) hours by telephone or in person to the Commissioner of Children and Families followed no later than forty-eight (48) hours of making the oral report with a written report to the Department of Children and Families. The Superintendent of Schools or supervising agent may be notified immediately after the oral report has been made. The Commissioner of Children and Families or his/her designee, is required to notify the head of a school, except when that person is the alleged perpetrator. The Superintendent or supervising agent must: 1) immediately notify parent(s) of the alleged abuse that a report has been made; and 2) immediately notify the Police Department of the alleged abuse.

For purposes of this section pertaining to the required reporting, a child includes any victim under eighteen years of age educated in a technical high school or District school. Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony, unless such individual is under eighteen years of age or educated in the technical high school system or in a District school, other than part of an adult education program.

In addition, the Superintendent or supervising agent must submit a written report of suspected child abuse or neglect by a school employee who has been entrusted with the care of a child and who holds a certificate, permit or authorization issued by the State Board of Education to the Commissioner of Education or his/her representative. The Commissioner of the Department of Children and Families has a similar obligation. The Superintendent shall suspend a certified staff employee when the investigation produces evidence that the employee abused or sexually assaulted a child. The Department of Children and Families is required to send to the State Department of Education a copy of the report. Within seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education or his/her representative of the reasons for and conditions of the suspension. If the contract of employment of a school employee who possesses a certificate, permit or authorization issued by the State Board of Education is terminated or if such certified school employee resigns his/her employment, as a result of an investigation which reveals that child abuse has occurred, the Superintendent shall notify the Commissioner of Education within 72 hours of such termination or resignation.

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

If the report of abuse or neglect involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or of law enforcement agencies.

## Students

### Reporting Child Abuse/Neglect or Sexual Assault (continued)

The Superintendent shall maintain records of allegations, investigations and reports that a child has been abused or neglected by a school employee. Such records will be maintained in the District's Central Office. The records shall include any reports made to the Department of Children and Families. Such Department is to have access to all such records.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations shall provide to each employee in-service regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of Children and Families. In addition, all District employees shall complete a training program pertaining to the accurate and prompt reporting of abuse and neglect, made available by the Commissioner of Children and Families. Also, all employees must complete a refresher program at least once every three years. The Principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed training related to mandated reporting of child abuse and neglect as required by law.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school. This information is contained in Appendix B.

The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

### Establishment of the Confidential Rapid Response Team

~~Not later than January 1, 2016,~~ The Board of Education shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF's investigation of such cases.

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police officer, and (3) any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

## Students

### Reporting Child Abuse/Neglect or Sexual Assault (continued)

#### Hiring Prohibitions

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF's investigation, if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education.

The Boards of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

Legal Reference: Connecticut General Statutes  
 10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)  
 10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)  
 10-221s Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)  
 17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93)  
 17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242 and PA 11-93)  
 17a-101a Report of abuse or neglect by mandated reports. (as amended by PA 02-106 and PA 11-93)  
 17a-102 Report of danger of abuse. (as amended by PA 02-106)  
 17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.  
 10-151 Teacher Tenure Act  
 PA 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District.  
 PA 15-205 An Act Protecting School Children.

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 Policy readopted: March 15, 2012  
 Policy readopted: March 3, 2016  
 Policy readopted:

NEW FAIRFIELD PUBLIC SCHOOLS  
 New Fairfield, Connecticut

*No updates needed to regulation.*

## **Students**

### **Reporting Child Abuse/Neglect or Sexual Assault**

This regulation is intended to safeguard children whose health and welfare may be adversely affected through injury and neglect and to ensure a nurturing and safe environment.

#### **A. What Must be Reported**

A report must be made when any mandated reporter of the New Fairfield Board of Education, in his/her professional capacity, has reasonable cause to suspect or to believe that a child under the age of eighteen:

1. has had physical injury or injuries inflicted upon him /her, other than by accidental means, by a person responsible for the child's health, welfare, or care, or by a person given access to the child.
2. has injuries that are at variance with the explanation given of their occurrence.
3. is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual abuse, sexual maltreatment, or cruel punishment.
4. has been neglected in one or more of the following ways:
  - a. has been abandoned;
  - b. is being denied proper care and attention, physically, educationally or emotionally;
  - c. is being permitted to live under conditions, circumstances or associations injurious to the child's well-being;
  - d. is in danger of being abused even though one does not have reasonable cause to suspect or believe any such abuse has actually occurred.
5. has been sexually assaulted by a school employee.

#### **B. Reporting Procedures for Statutory Mandated Reporters**

The following procedures apply only to statutory mandated reporters, as defined in policy 5141.4.

1. When an employee of the Board suspects or believes that a child has been abused, neglected, or has been placed in imminent risk of serious harm, the following steps shall be taken:
  - a. The employee shall immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent danger of serious harm, or has had non-accidental physical injury or injury which is at variance with the history or such injury, or sexually assaulted and in no case later than twelve (12) hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families (DCF) or the local law enforcement agency. (Child Abuse and Neglect Hotline: 1-800-842-2288.)

## Students

### Reporting Child Abuse/Neglect or Sexual Assault

#### B. Reporting Procedures for Statutory Mandated Reporters (continued)

- b. The employee shall also immediately make an oral report to the Superintendent's designee, the Building Principal.
- c. With the advice of the Building Principal, the employee shall determine if the child's parents will be contacted.
  - Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.
  - Health care professionals *may need* to talk with parents to assess the cause of a child's injuries. Mental health professionals may *want* to talk with parents in order to offer support and guidance.
  - However, in cases of serious physical or sexual abuse, it may *not* be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and interfere with a possible criminal investigation.
- d. If a report prepared in accordance with Section (a) above concerns suspected abuse, neglect or sexual assault by a school employee, the Building Principal shall immediately notify the Superintendent who shall then notify the child's parent or guardian that such a report has been made.
- e. Within 48 hours of making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or his/her representative, containing all of the required information. DCF Form #136 should be used for the written report, and it is available in all school buildings.
- f. The employee shall immediately submit a copy of this written report to the Building Principal and the Director of Pupil Personnel Services and Special Education.
- g. If a report prepared in accordance with Section (c) above, concerns suspected abuse or neglect by a certified school employee, the Superintendent shall submit a copy of the written report to the Commissioner of Education, or his/her representative.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault (continued)

#### C. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not mandated reporters, as defined above:

1. When an employee who is not a statutory mandated reporter suspects or believes that a child has been abused, neglected or placed in imminent danger of serious harm, the following steps shall be taken:
  - a. The employee shall immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent danger of serious harm, and in no case later than twelve (12) hours after having such a suspicion or belief, make an oral report by telephone or in person to the Principal, or his/her designee, to be followed by an immediate written report to the Superintendent, or his/her designee. A copy of the report should be sent to the Director of Pupil Personnel Services and Special Education.
  - b. The Superintendent, or his/her designee, shall immediately, upon suspecting or believing that a child has been abused, neglected or placed in imminent risk of serious harm, and in no case later than 12 hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.
  - c. In cases involving suspected abuse or neglect by a school employee, the Superintendent, or his/her designee, shall immediately follow protocol in Section D, **Reporting of Child Abuse, Neglect, or Sexual Assault by School Employees** and notify the child's parent or guardian that such a report has been made.

#### D. Reporting of Child Abuse/Neglect/Sexual Assault by School Employees

CGS 17a-101 requires mandated reporters to report child abuse, neglect or sexual assault by school employees.

1. In cases where the mandated reporter suspects or believes such injury has been inflicted by a school employee, he/she shall report that suspicion orally or in person to the Department of Children and Families within 12 hours, followed within 48 hours with a written report.
2. The Superintendent of Schools or supervising agent shall be notified immediately after the oral report has been made and shall also receive a copy of the written report.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault

#### D. Reporting of Child Abuse/Neglect/Sexual Assault by School Employees (continued)

3. The Superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report has been made.
4. The written report to the Commissioner of the Department of Children and Families or his/her representative, concerning a certified school employee, shall also be sent by the Superintendent to the Commissioner of Education or his/her representative.
5. The report shall contain information listed in Section G of this Board regulation.
6. The Superintendent is obligated to immediately begin the investigation of the report with the Department of Children and Families. The Superintendent may request assistance from the local police or state police in the investigation.
7. If the Superintendent finds evidence of child abuse, neglect or sexual assault by a school employee, he/she must immediately notify the child's parent or guardian, the local or state police, the Commissioner of Children and Families or his/her representative, and, in the case of an investigation of a certified school employee, the Commissioner of Education or his/her representative.
8. When an investigation produces such evidence, and the employee in question is in a position requiring a certificate, the Superintendent must suspend the certified employee with pay and without diminution or termination of benefits, provided he/she notifies the Board of Education of the reasons for the suspension within 72 hours thereafter.
9. The suspension remains in effect until the Board takes action pursuant to CGS 10-151 (Teacher Tenure Act).

#### E. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report. To the extent feasible, this investigation shall be coordinated with the Commissioner of Children and Families or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When investigating a report, the Superintendent shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child, to interview the child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of such child are the perpetrators or the alleged abusers.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault

#### E. Investigation of the Report (continued)

The investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation.

1. **Evidence of Abuse by Certified School Employee:** After an investigation has been completed and the Commissioner of Children and Families, based upon the results of such investigation, has reasonable cause to believe that a child has been abused, neglected or sexually assaulted by an employee in a position requiring a certificate, the Commissioner shall notify the Superintendent of such finding and shall provide records, whether or not created by the Department of Children and Families, concerning such investigation to the Superintendent, who shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits. Within 72 hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or his/her representative, of the reasons for the conditions of suspension. The Superintendent shall disclose records received from the Department of Children and Families to the Commissioner of Education and the Board of Education, or its attorney, for the purposes of review of employment status or certification. Any decision of the Superintendent concerning such suspension shall remain in effect until the Board of Education acts, pursuant to the provisions of Connecticut General Statutes.

Regardless of the outcome of any investigation by DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action up to and including termination of employment in accordance with the provisions of any applicable collective bargaining agreement and/or statute, if the Superintendent's investigation produces evidence that a child has been abused by a certified school staff member.

If the contract of employment of a certified school employee is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or his/her representative, within 72 hours of such termination.

2. **Evidence of Abuse by Other School Staff:** If the investigation by the Superintendent and/or Commissioner of Children and Families did produce evidence that a child has been abused by a non-certified school staff member, the Superintendent and/or the Board, as appropriate, may take disciplinary action up to and including termination of employment.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault (continued)

#### F. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification or investigating reports pursuant to this policy.

#### G. Contents of All Reports

Any report made pursuant to this policy shall contain the following information, if known:

1. the names and addresses of the child and his/her parents or other persons responsible for his/her care;
2. the age of the child;
3. the gender of the child;
4. the nature and the extent of the child's injuries, maltreatment or neglect that has occurred;
5. the approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings;
7. the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
8. the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
9. The reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
11. whatever action, if any, was taken to treat, provide shelter or otherwise assist, the child.

For purposes of this section pertaining to the required reporting, a child includes any victim under eighteen years of age educated in a technical high school or District school. Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony, unless such individual is under eighteen years of age or educated in the technical high school system or in a district school, other than part of an adult education program.

## **Students**

### **Reporting of Child Abuse/Neglect or Sexual Assault (continued)**

#### **H. Removal of Clothing**

In the event that visual confirmation of injury or neglect is necessary, only the school nurse or school physician may make a request to remove the child's clothing. Neither a school nurse nor a school physician may remove or insist that a child remove clothing to confirm suspected abuse or neglect, except in those circumstances where there is a need for emergency medical treatment. The school nurse or school physician may request that a child remove clothing when the following three conditions exist:

1. a child by word or action, has identified a particular injury, the extent of which can only be determined by removing the child's clothing;
2. the examination is necessary to determine whether medical attention is required and not merely to confirm suspected abuse;
3. the request is made in such a manner that the child clearly understands that compliance with the request is optional and that no adverse consequences will result from a refusal to comply.

In addition to the school nurse or school physician, a staff member of the same sex as the child will be present during such an examination.

#### **I. Emergency Care**

If a school nurse or school medical adviser is not readily available and there is a need for emergency first aid, other public school personnel who have completed a course in first aid may render emergency first aid to the child. A person providing such aid is not liable for civil damages for any personal injuries which result from acts or omissions in rendering the emergency first aid.

Transportation for a child to a hospital in an emergency situation that may be a result of abuse or neglect will be provided to the same extent as it would be provided to any other child in need of emergency service.

#### **J. Role of Department of Children and Families**

##### **1. Determination of Need (In-School Interview)**

If the Child Study Team or the Principal believes that an interview in the school setting may be necessary in order to protect the child, the Department of Children and Families must be notified as early in the school day as possible. DCF will advise school personnel whether the child must be interviewed in the school.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault

#### J. Role of Department of Children and Families (continued)

If the DCF determines that a school interview is appropriate, the DCF social worker will notify the building Principal prior to the school visit. The DCF worker will provide the building Principal or Principal's designee with DCF notification upon request.

Should the DCF social worker not arrive as scheduled and school personnel decide that the retention of the child beyond the school day is necessary to protect the child's physical well-being, the principal or his/her designee must attempt to notify the parents of the child. If reasonable attempts to notify the parents fail, the principal will notify the police of the child's retention.

#### 2. Process (In-school Interview)

The school will provide a private place for the DCF worker to interview the child. School personnel will not be a part of the interview unless specifically asked to do so. In either event, the investigation is to be conducted solely by the DCF worker.

If during the course of the investigation, the DCF worker requests the removal of clothing worn by the child, the examination will be made by the school nurse or the school physician in the presence of the DCF worker in accordance with the procedures outlined above.

#### 3. Removal from the Home and/or School

If the DCF has probable cause to believe that the child is suffering from serious physical illness or injury or is in immediate danger from his/her surroundings, and that immediate removal from such surroundings is necessary to ensure the child's safety, the DCF may remove or authorize a law enforcement official to remove the child from such surroundings without the consent of the child's parent or guardian. If removal of the child from the school is determined, the DCF shall inform the building Principal of the removal.

It is the responsibility of the DCF to notify the parents of any activities or actions taken by the DCF following the interview.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault (continued)

#### K. **Special Reporting Procedures Concerning Suspected Abuse or Neglect of Mentally Retarded Persons**

In addition to the reporting procedures set forth above, Connecticut General Statutes require that certain school personnel, including teachers, licensed nurses, psychologists and social workers report any suspected abuse or neglect of mentally retarded persons over the age of 18. It is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in connection with the suspected abuse or neglect, as defined below, of any mentally retarded person over the age of 18.

1. **Definitions** – For the purposes of this policy:

“**Abuse**” means the willful infliction of physical pain or injury or willful deprivation by a caretaker of services which are necessary to the person’s health or safety.

“**Neglect**” means a situation where a mentally retarded person either is living alone or is not able to provide for himself/herself the services which are necessary to maintain his/her physical and mental health or is not receiving such necessary services from the caretaker.

2. **Reporting Procedures** – If an employee has reasonable cause to suspect that a mentally retarded person has been abused or neglected, he/she shall, within five calendar days, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities, to be followed by a written report within five additional calendar days, or shall immediately notify the Superintendent in order for the Superintendent to make such oral and written reports to the Office of Protection and Advocacy. In the event that an employee makes a report to the Office of Protection and Advocacy, the employee shall immediately notify the Superintendent.

3. **Contents of Report** – Any such report shall contain the following information:

- a. the name and address of the allegedly abused or neglected person;
- b. a statement from the reporter indicating a belief that the person is mentally retarded, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c. information concerning the nature and extent of the abuse or neglect; and
- d. any additional information which the reporter believes would be helpful in investigating the report or in protecting the mentally retarded person.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault

#### K. Special Reporting Procedures Concerning Suspected Abuse or Neglect of Mentally Retarded Persons (continued)

4. **Investigation of Report** – If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report following the procedures regarding the investigation of reports of child abuse set forth in paragraph (E) above.

If the investigation by the Superintendent and/or the Office of Protection and Advocacy produces evidence that a mentally retarded person has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

#### L. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

#### Other Penalties:

- Financial penalty of between \$500 and \$2,500 may be levied against the mandated reporter; penalty is to be paid by the mandated reporter.
- Participation in an educational training program at the personal expense of the mandated reporter, as decided by DCF.
- Written notification to the Commissioner of Education by the state's attorney for being a mandated reporter who failed to report.

#### **ADDITIONAL SANCTIONS OF P.A. 02-138: AN ACT CONCERNING PENALTIES FOR SEXUAL ASSAULT OF A MINOR, CIVIL AND CRIMINAL STATUTES OF LIMITATIONS IN SEXUAL ASSAULT CASES, REPORTING AND INVESTIGATION OF CHILD ABUSE AND NEGLECT, DISCLOSURE OF RECORDS OF TEACHER MISCONDUCT. . . . .**

- Expands significantly the statutes of limitations for certain criminal and civil matters related to sexual abuse, sexual exploitation and sexual assault of a minor.
- Increases the penalties for various sex crimes in cases where the victim is under 16 years of age.
- Creates an exception to the statutes concerning teacher performance and evaluation that makes a teacher's personal misconduct records public and subject to disclosure under FOI without the teacher's consent.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault (continued)

#### M. **Non-Discrimination Policy**

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy or testifies or is about to testify in any proceeding involving abuse or neglect.

#### N. **Training**

All District employees are required to complete a training program pertaining to the accurate and prompt reporting of abuse and neglect, made available by the Commissioner of Children and Families. In addition, all employees must complete a refresher program at least once every three years. Employees hired before July 1, 2011 must complete the refresher training program by July 1, 2012 and must retake it once every three years thereafter.

The School Principal shall annually certify to the Superintendent that each school employee working at his/her school has completed the required initial training and the refresher training.

#### O. **Confidential Rapid Response Team**

The District will establish, ~~not later than January 1, 2016~~, a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee; and (2) provide immediate access to information and individuals relevant to DCF's investigation of such cases.

The confidential rapid response team consists of a local teacher, the Superintendent, a local police officer, and any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

#### P. **Hiring Prohibitions**

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF's investigation, if he or she has been convicted of (1) child abuse or neglect; or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education.

## Students

### Reporting of Child Abuse/Neglect or Sexual Assault

**P. Hiring Prohibitions** (continued)

The Board of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so; or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

(cf. 4112.5/4212.6 – Personnel Records)

(cf. 5141.511 – Sexual Abuse Prevention and Education Program)

Regulation approved: May 6, 2004  
Regulation reapproved: June 16, 2005  
Regulation reapproved: December 17, 2009  
Regulation reapproved: March 3, 2016

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

## Students

### Indicators of Abuse/Neglect

#### Indicators of Physical Abuse

##### HISTORICAL

- Delay in seeking appropriate care after injury
- No witnesses
- Inconsistent or changing descriptions of accident by child and/or parent
- Child's developmental level inconsistent with history
- History of prior "accidents"
- Absence of parental concern
- Child handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent
- Unexplained school absenteeism
- History of precipitating crisis

##### PHYSICAL

- Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso
- Clusters of skin lesions; regular patterns consistent with an implement
- Shape of lesions inconsistent with accidental bruise
- Bruises/welts in various stages of healing
- Burns; pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges
- Fractures/dislocations inconsistent with history
- Laceration of mouth, lips, gums or eyes
- Bald patches on scalp
- Abdominal swelling or vomiting
- Adult-size human bite mark(s)
- Fading cutaneous lesions noted after weekends or absences
- Rope marks

##### BEHAVIORAL

- Wary of physical contact with adults
- Affection inappropriate for age
- Extremes in behavior, aggressiveness/withdrawal
- Expresses fear of parents
- Reports injury by parent
- Reluctance to go home
- Feels responsible (punishment "deserved")
- Poor self-esteem
- Clothing covers arms and legs even in hot weather

## **Students**

### **Indicators of Abuse/Neglect**

#### **Indicators of Sexual Abuse**

##### **HISTORICAL**

- Vague somatic complaints
- Excessive school absence
- Inadequate supervision at home
- History of urinary tract infection or vaginitis
- Complaint of pain; genital, anal or lower back/abdominal
- Complain of genital itching
- Any disclosure of sexual activity, even if contradictory

##### **PHYSICAL**

- Discomfort in walking, sitting
- Evidence of trauma or lesions in and around mouth
- Vaginal discharge/vaginitis
- Vaginal or rectal bleeding
- Bruises, swelling or lacerations around genitalia, inner thighs
- Dysuria
- Vulvitis
- Any other signs or symptoms of sexually transmitted disease
- Pregnancy

##### **BEHAVIORAL**

- Low self-esteem
- Change in eating patterns
- Unusual new fears
- Regressive behaviors
- Personality changes (hostile/aggressive or extreme compliance)
- Depression
- Decline in school achievement
- Social withdrawal; poor peer relationships
- Indicates sophisticated or unusual sexual knowledge for age
- Seductive behavior, promiscuity or prostitution
- Substance abuse
- Suicide ideation or attempt
- Runaway

## **Students**

### **Indicators of Abuse/Neglect**

#### **Indicators of Emotional Abuse**

#### **HISTORICAL**

- Parent ignores/isolates/belittles/rejects/scapegoats child
- Parent's expectations inappropriate to child's development
- Prior episode(s) of physical abuse
- Parent perceives child as "different"

#### **PHYSICAL**

- (Frequently none)
- Failure to thrive
- Speech disorder
- Lag in physical development
- Signs/symptoms of physical abuse

#### **BEHAVIORAL**

- Poor self-esteem
- Regressive behavior (sucking, rocking, enuresis)
- Sleep disorders
- Adult behaviors (parenting siblings)
- Antisocial behaviors
- Emotional or cognitive developmental delay
- Extremes in behavior - overly aggressive/compliant
- Depression
- Suicide ideation/attempt

## **Students**

### **Indicators of Abuse/Neglect**

### **Indicators of Neglect**

#### **HISTORICAL**

- High rate of school absenteeism
- Frequent visits to school nurse with nonspecific complaints
- Inadequate supervision, especially for long periods and for dangerous activities
- Child frequently unattended; locked out of house
- Parental inattention to recommended medical care
- No food intake for 24 hours
- Home substandard (no windows, doors, heat); dirty, infested, obvious hazards
- Family member addicted to drugs/alcohol

#### **PHYSICAL**

- Hunger, dehydration
- Poor personal hygiene, unkempt, dirty
- Dental caries (tooth decay)/poor oral hygiene
- Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day
- Constant fatigue or listlessness
- Unattended physical or health care needs
- Infestations
- Multiple skin lesions/sores from infection

#### **BEHAVIORAL**

- Comes to school early, leaves late
- Frequent sleeping in class
- Begging for/stealing food
- Adult behavior/maturity (parenting siblings)
- Delinquent behaviors
- Drug/alcohol use/abuse



# Department of Children & Families

## CARELINE

To make a child abuse or neglect report, please call

**1-800-842-2288** (TDD: 1-800-624-5518)

The Careline is staffed by full-time, highly-skilled professionals of the Department who receive and process reports of alleged child abuse and neglect. The Careline worker gathers critical information from the caller to determine if a report meets Connecticut's statutory criteria for child abuse or neglect. Those reports that meet the criteria are forwarded to a Department of Children & Families (DCF) case investigator for prompt and appropriate action.

Current law requires that DCF make its best effort to begin an investigation within two hours if there is imminent risk of physical harm and within 72 hours for other reports.

In situations where it has been determined that an investigation is not warranted, the Careline worker may refer the caller to an appropriate service program in his/her community.

If child abuse or neglect is substantiated, a case may be opened by the Department for protective services provided by staff from the DCF Regional Office or sub-office covering the child's hometown.

<http://www.ct.gov/dcf/cwp/view.asp?a=2534&Q=532140#Careline>

*A version of this policy to consider, based in part upon guidance from the NYC Department of Education.*

## **Students**

### **Gender Identity and Expression (Transgender and Gender Non-Conforming Youth)**

The Board of Education (Board) believes that a school culture that supports student achievement respects and values all students and fosters understanding of gender identity or expression within the school community. Connecticut law and District policy require that all programs, activities, and employment practices are free from discrimination based on sex, sexual orientation, and gender identity or gender expression. Therefore, in keeping with these mandates the Board is committed to creating a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

The Board believes that fostering this understanding is a joint responsibility that requires cooperation and good communication between the parents/guardians, school administration, school staff and the school community. The Superintendent shall ensure that students with gender identity or expression concerns and their parents/guardians shall be given the opportunity to discuss these issues and participate in the educational planning and programming for their student. The Superintendent or his/her designee may consult the experiences and expertise of qualified school staff as well as external resources where appropriate.

To proactively plan for a safe learning environment free of discrimination and harassment parents/guardians of students with gender identity or expression concerns are encouraged to alert the school district and schedule a meeting with the chief school administrator. Upon request, the Superintendent of Schools or his/her designee shall schedule a meeting with the parent/guardian and the student for the purpose of evaluating the needs of the student and planning any accommodations that may be considered to facilitate a respectful and comfortable school program that supports the student's achievement.

### **Definitions**

- A. **Gender Identity** is a person's inner sense of being male or female, regardless of their gender assigned at birth.
- B. **Transgender** is a term which describes people whose gender identity or gender expression is different from their assigned gender at birth.
- C. **Gender expression** refers to the way a person expresses gender to others in ways that are socially defined as either masculine or feminine, such as through behavior, clothing, hairstyles, activities, voice or mannerisms.
- D. **Gender non-conforming** refers to gender-related identity and/or gender expression which does not conform to the social expectations or norms for a person of that gender assigned at birth.
- E. **Transition** refers to the process in which a person goes from living and identifying as one gender to living and identifying as another.

## **Students**

### **Gender Identity and Expression (Transgender and Gender Non-Conforming Youth) (continued)**

#### **Coordination of School Accommodations**

The meeting between the Superintendent of Schools or his/her designee, parents/guardians and the student and other qualified staff or consultants as necessary shall comprise a discussion of actions the District and school personnel may take to create safe learning environment, including:

##### **Names/Pronouns**

School staff shall be directed to address the student by the name and pronoun corresponding to their gender identity that is consistently asserted at school. Students are not required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. To the extent possible and consistent with these guidelines, school personnel shall make efforts to maintain the confidentiality of the student's transgender status.

School documentation such as student IDs shall be issued in the name that reflects a student's gender identity that is consistently asserted at school.

##### **Sports and Physical Education**

Transgender students shall be provided the same opportunities to participate in physical education as are all other students. Generally, students may be permitted to participate in physical education and sports in accordance with the student's gender identity that is consistently asserted at school. Participation in competitive interscholastic athletic activities and contact sports will be resolved on a case-by-case basis and according to the standards established by the Connecticut Interscholastic Athletic Association Conference (CIAC).

##### **Restroom and Locker Room Accessibility**

The District aims to support transgender students while also ensuring the safety and comfort of all students. The Superintendent of Schools or his/her designee, together with the parents/guardians, student and other qualified staff or consultants shall evaluate the use of restrooms and locker rooms by the transgender students and consider the following factors, including, but not limited to:

- A. The transgender student's preference;
- B. Protecting student privacy;
- C. Maximizing social integration of the transgender student;
- D. Minimizing stigmatization of the student;
- E. Ensuring equal opportunity to participate;
- F. The student's age; and
- G. Protecting the safety of the students involved.

## **Students**

### **Gender Identity and Expression (Transgender and Gender Non-Conforming Youth)**

#### **Coordination of School Accommodations (continued)**

##### **Restroom and Locker Room Accessibility (continued)**

A transgender student who expresses a need or desire for increased privacy may be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall, gender neutral restroom. Any alternative arrangement shall be provided to the extent possible in a way that protects the student's ability to keep his or her transgender status confidential.

A transgender student should not be required to use a locker room or restroom that conflicts with the student's gender identity.

##### **Gender Segregation in Other Areas**

As a general rule, in any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students may be permitted to participate in accordance with their gender identity consistently asserted at school. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

##### **Dress Code**

Students have the right to dress in accordance with their gender identity that is consistently asserted at school, within the constraints of the school policy for student dress (#5132-Student Dress).

##### **Privacy**

The Superintendent of Schools and/or his or her designees are expected to work closely with the student and family in formulating an appropriate plan regarding the confidentiality of the student's transgender status that works for both the student and the school. Privacy considerations may also vary with the age of the student.

Where the transgender student feels more supported and safe when other students are aware that they are transgender, school staff shall be given guidance and training appropriate for facilitating a respectful school climate. School personnel may be directed to work closely with the student, families and other staff members on a plan to inform and educate the student's peers. It may also be appropriate to engage external resources to assist with educational efforts.

## **Students**

### **Gender Identity and Expression (Transgender and Gender Non-Conforming Youth)**

#### **Resources for Transgender or Transitioning Students**

If a school staff member observes that a gender identity issue is creating challenges for a student at school or if a student indicates an intention to transition, the staff member shall alert a school counselor and encourage the student to meet with the school counselor if appropriate. School staff shall make every effort to support the student and encourage the support and respect of student peers and staff during school.

When a student indicates an intention to transition, the school counselor, as appropriate, shall offer assistance and provide the student and/or their parents/guardians with information, resources and referral services regarding the issues associated with gender identity and expression and/or formal gender transition. The school counselor shall also provide information regarding gender transition planning at school. The counselor shall coordinate the measures planned and taken at school for supporting the student and creating a sensitive supportive environment at school. These measures may include:

- A. Making resources available to parents who have additional questions or concerns;
- B. Developing age-appropriate lessons for students about gender diversity and acceptance; and
- C. Staff training surrounding vigilance to prevent possible harassment, intimidation and bullying issues that may arise for transgender students.

Reports of harassment, intimidation and bullying shall be promptly investigated and resolved according to Board policy #5131.911-Bullying.

Students who do not want their parents/guardians to know about their transgender status shall be addressed on a case-by-case basis. The school counselor shall balance the rights of the student needing support and the requirement that parents/guardians be kept informed about their child. In accordance with law, parents/guardians and/or the appropriate local officials shall be informed when there is any suspicion of injury or harm to the student or other students.

#### **Harassment, Intimidation and Bullying**

The Board shall make every effort to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation, and/or bullying and free from discrimination on account of actual or perceived race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, family status or other distinguishing characteristic.

## **Students**

### **Gender Identity and Expression (Transgender and Gender Non-Conforming Youth)**

#### **Harassment, Intimidation and Bullying (continued)**

Complaints alleging discrimination shall be reported to the school affirmative action officer according to board policies.

Any student experiencing or observing harassment, intimidation and bullying is encouraged to report the incident to a member of school staff. Any staff member observing or receiving a report of harassment, intimidation or bullying shall report the incident to the Principal the same day the incident is observed or the report received according to Board policy #5131.911-Bullying. All reported incidents of discrimination, harassment, intimidation, and bullying shall be promptly investigated and resolved according to law and Board policy.

#### **Confidentiality**

School personnel may not disclose information that may reveal a student's transgender status, except as allowed by law. Under the Family Education Rights Privacy Act (FERPA), only those school employees with a legitimate educational need may have access to a student's records or the information contained within those records. Disclosing confidential student information to other employees, students, parents, or other third parties may violate privacy laws, including but not limited to FERPA. Transgender students have the ability, as do all students, to discuss and express their gender identity and expression openly and decide when, with whom, and how much of their private information to share with others.

#### **Official Records**

To the extent that the school is not legally required to use a student's legal name or gender on school records and other documents, the school shall use the name and gender preferred by the student.

Each school is required to maintain a mandatory permanent student record of each student, which includes the legal name of the student as well as the student's biological gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

## Students

### Gender Identity and Expression (Transgender and Gender Non-Conforming Youth)

#### Official Records (continued)

A student's permanent pupil record may be changed to reflect a change in legal name or gender only upon receipt of documentation that such legal name and/or gender have been changed pursuant to applicable law. The following documentation may be provided:

- A court order or birth certificate demonstrating the student's new name.
- For a legal change of gender, the student must provide a birth certificate indicating the student's legal gender, or a valid passport indicating the student's legal gender.

(cf. 0521 – Nondiscrimination)

(cf. 4131 – Staff Development)

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

(cf. 5131 – Conduct)

(cf. 5131.21 – Violent and Aggressive Behavior)

(cf. 5131.8 – Out-of-School Misconduct)

(cf. 5131.912 – Aggressive Behavior)

(cf. 5131.913 – Cyberbullying)

(cf. 5131.91 – Hazing)

(cf. 5132 – Dress Code)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

(cf. 5145.52 – Harassment)

(cf. 5145.6 – Student Grievance Administrative Regulation)

(cf. 6121 – Nondiscrimination)

(cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public school prohibited. (Amended by P.A. 97-247 to include “sexual orientation” and PA 11-55 to include “gender identity or expression”)

46a-60 Discriminatory employment practices prohibited Federal Law.

10-209 Records not to be public.

46a-60 Discriminatory employment practices prohibited.

## Students

### Gender Identity and Expression (Transgender and Gender Non-Conforming Youth)

Legal Reference: Connecticut General Statutes (continued)

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

Public Act 07-62 An Act Concerning the Deprivation of Rights on Account of Sexual Orientation.

Public Act 11-55 An Act Concerning Discrimination.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986).

*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June 26, 1998).

*Burlington Industries, Inc. v. Ellerth*, No. 97-569, (U.S. Supreme Court, June 26, 1998).

*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme Court, June 26, 1998).

*Davis v. Monroe County Board of Education*, No. 97-843 (U.S. Supreme Court, May 24, 1999).

Policy adopted:

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

cps 3/16

*An administrative regulation to consider, based upon material developed by the Policy Reference Education Subscription Service of the Illinois Association of School Boards.*

## **Students**

### **Accommodating Transgender Students or Gender Non-Conforming Students**

This administrative regulation's accommodation and support guidelines advance the District's goals of (1) providing all students equal access to a safe, non-hostile learning environment, and (2) implementing risk management controls in a developing and unsettled area of the law in which the federal Office of Civil Rights and Department of Justice have issued guidance.

While there is no mandate requiring administrative regulations for accommodating transgender students or gender non-conforming students, this administrative regulation guides school officials through the: (1) application of State and federal anti-discrimination laws to this student population, and (2) common needs in which transgender or gender non-conforming students may request accommodations and support at school. This administrative regulation applies to all school activities, school-provided transportation, and school-sponsored events regardless of where they occur.

The Building Principal, Nondiscrimination Coordinator, and/or Complaint Manager, with input from others as appropriate, will implement this administrative regulation. They will work with each transgender or gender non-conforming student, and as appropriate with the student's parent(s)/guardian(s), to manage a student's accommodations and supports on a case-by-case basis. The Board Attorney will be consulted concerning legal compliance.

### **Gender-Based Discrimination is Prohibited**

School districts must provide equal educational opportunities to transgender students and gender nonconforming students. Under State law, sex discrimination extends to claims of discrimination based on sexual orientation and gender identity or expression.

Federal law prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a), Title IX of the Education Amendments of 1972. According to the U.S. Department of Education's Office for Civil Rights (OCR) and the U.S. Department of Justice, Title IX protects lesbian, gay, bisexual, and transgender students, from gender discrimination.

This administrative regulation's guidance on accommodating transgender students or gender nonconforming students is based on OCR pronouncements.

### **Gender-Based Bullying and/or Harassment is Prohibited**

The laws prohibiting gender discrimination require the District to protect transgender students and gender non-conforming students from bullying and harassment by other students. According to the federal Office of Civil Rights, a school district is responsible for damages suffered by a student who was the victim of protected-class harassment: (1) that is severe, pervasive, or persistent; (2) about which school officials knew or should have known; and (3) that interferes with or limits a student's participation in or benefit from services, activities, or opportunities offered by the school.

## Students

### Accommodating Transgender Students or Gender Non-Conforming Students (continued)

#### Gender-Based Bullying and/or Harassment is Prohibited

State statute 10-15c, as amended, prohibits bullying on the basis of actual or perceived sexual orientation, gender-related identity or expression, and/or association with a person or group with one of the aforementioned actual or perceived characteristics. The Board policy on bullying and its Safe School Climate Plan must be used to address and resolve peer bullying and harassment of transgender or gender non-conforming students. (see policy #5131.911)

#### Terminology and Definitions

The District uses the following terms and definitions when discussing accommodations for a transgender student or gender non-conforming student. **NOTE:** Definitions are not intended to label students, but rather to assist with understanding.

**Gender-based discrimination** is a form of sex discrimination, and refers to differential treatment or harassment of a student based on the student's sex, including gender identity, gender expression, and non-conformity with gender stereotypes, that results in the denial or limitation of education services, benefits, or opportunities. Conduct may constitute gender-based discrimination regardless of the actual or perceived sex, gender identity, or sexual orientation of the persons experiencing or engaging in the conduct.

**Sex assigned at birth and assigned sex** refers to the gender designation listed on one's original birth certificate.

**Gender expression** refers to the manner a person represents or expresses gender to others, often through external cues that one uses to represent or communicate one's gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.

**Gender identity** refers to one's internal sense of gender, which may be different from one's assigned sex, and which is consistently and uniformly asserted, or for which there is other evidence that the gender identity is sincerely held as part of the student's core identity.

**Transgender** describes an individual whose gender identity or expression is different from the individual's assigned sex at birth. Transgender boy and transgender male refer to an individual assigned the female sex at birth who has a male gender identity. An individual can express or assert a transgender gender identity in a variety of ways, which may but do not always include specific medical treatments or administrative regulations. Medical treatments or administrative regulations are not considered a prerequisite for one's recognition as transgender. For purposes of this administrative regulation, a transgender student is a student who consistently and uniformly asserts a gender identity different from the student's assigned sex, or for whom there is documented legal or medical evidence that the gender identity is sincerely held as part of the student's core identity.

## Students

### Accommodating Transgender Students or Gender Non-Conforming Students

#### Terminology and Definitions (continued)

**Gender transition** refers to the process in which a person changes their gender expression to better reflect their gender identity. It is the experience by which a transgender person goes from living and identifying as one's assigned sex to living and identifying as the sex consistent with one's gender identity. A gender transition often includes a social transition, during which an individual begins to live and identify as the sex consistent with the individual's gender identity, with or without certain medical treatments or administrative regulations.

**Gender stereotypes** refers to stereotypical notions of masculinity and femininity, including expectations of how boys or girls represent or communicate one's gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.

**Gender non-conformity** refers to one's gender expression, gender characteristics, or gender identity that does not conform to gender stereotypes.

**Facilities** refers to facilities and accommodations used by students at school or during school-sponsored activities and trips, and include, but are not limited to, restrooms, locker rooms, and overnight facilities.

#### Relevant Board Policies for Accommodations, Supports, and Inclusion of Transgender or Gender Non-Conforming Students

- *5145.6, Uniform Grievance* administrative regulation, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
- *6121.1 & 0521, Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
- *5145.4, 5145.5, 5145.52, Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
- *5132, Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

## Students

### Accommodating Transgender Students or Gender Non-Conforming Students

#### Relevant Board Policies for Accommodations, Supports, and Inclusion of Transgender or Gender Non-Conforming Students (continued)

- *5131.911, Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
- *5145, Student Use of Buildings - Equal Access*, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.
- *5125, Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

#### Common Needs for Transgender or Gender Non-Conforming Students; Accommodations and Supports

The goal of an accommodation is to allow a transgender or gender non-conforming student to equally participate in educational and extracurricular opportunities. The right of transgender students to accommodations is generally found in legislation such as Title IX but has not been fully interpreted by the courts. Determining appropriate accommodations is difficult because school officials must balance the rights of transgender or gender non-conforming students to freedom from discrimination and freedom of expression with the rights of other students to freedoms of religion and expression. The Board Attorney is an indispensable member of the team that will identify accommodations for a specific student.

This list is not exhaustive, and each student's request must be managed on a case-by-case basis. A particular student may not be interested in an accommodation for each item listed. Seek the Board Attorney's advice concerning the scope and extent of accommodations.

1. Gender transition
2. Names and pronouns
3. School student records
4. Student privacy and confidentiality
5. Access to gender-segregated areas (e.g. locker rooms and restrooms)
6. Sports and physical education classes - participation in competitive athletic activities and contact sports is resolved pursuant to CAFE policy #5145.53
7. Dress codes
8. Gender segregation in other areas (e.g., class discussions and field trips)

## **Students**

### **Accommodating Transgender Students or Gender Non-Conforming Students (continued)**

#### **Training for School Staff Members**

When and where appropriate, professional development for staff members should include opportunities to gain a better understanding of equal educational opportunity laws, gender identity, gender expression, and gender diversity; the development of gender identity in children and adolescents; developmentally appropriate strategies for communicating with students and parents/guardians about issues related to gender identity; gender-affirming approaches to ensuring the safety and support of transgender students and gender non-conforming students; developmentally appropriate strategies for preventing and intervening in bullying incidents; and Board policies regarding bullying, discrimination, and student privacy.

#### **CIAC Rules of Eligibility for Transgender Participation (From CIAC Handbook)**

“The CIAC is committed to providing transgender student-athletes with equal opportunities to participate in CIAC athletic programs consistent with their gender identity. Hence, this policy addresses eligibility determinations for students who have a gender identity that is different from the gender listed on their official birth certificates. The CIAC has concluded that it would be fundamentally unjust and contrary to applicable state and federal law to preclude a student from participation on a gender specific sports team that is consistent with the public gender identity of that student for all other purposes. Therefore, for purposes of sports participation, the CIAC shall defer to the determination of the student and his or her local school regarding gender identification. In this regard, the school district shall determine a student’s eligibility to participate in a CIAC gender specific sports team based on the gender identification of that student in current school records and daily life activities in the school and community at the time that sports eligibility is determined for a particular season. Accordingly, when a school district submits a roster to the CIAC, it is verifying that it has determined that the students listed on a gender specific sports team are entitled to participate on that team due to their gender identity and that the school district has determined that the expression of the student’s gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics.

Students who wish to participate on a CIAC gender specific sports team that is different from the gender identity listed on the student’s current school records are advised to address the gender identification issue with the local school district well in advance of the deadline for athletic eligibility determinations for a current sports season. Students should not be permitted to participate in practices or to try out for gender specific sports teams that are different from their publicly identified gender identity at that time or to try out simultaneously for CIAC sports teams of both genders.

## Students

### Accommodating Transgender Students or Gender Non-Conforming Students

#### CIAC Rules of Eligibility for Transgender Participation (From CIAC Handbook) (continued)

Nothing in this policy shall be read to entitle a student to selection to any particular team or to permit a student to transfer from one gender specific team to a team of a different gender during a sports season. In addition, the CIAC shall expect that, as a general matter, after the issue of gender identity has been addressed by the student and the school district, the determination shall remain consistent for the remainder of the student's high school sports eligibility. The CIAC has concluded that this criterion is sufficient to preclude the likelihood that a student will claim a particular gender identity for the purpose of gaining a perceived advantage in athletic competition.

Regulation approved:

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

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## **Instruction**

### **Computers: Acceptable Use and Internet Safety Policy**

The school district is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, s/he must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but reaffirming your responsibility to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

All users are hereby made aware that all information on the New Fairfield Board of Education's computers, computer systems, and networks are in the public domain, unless specifically protected by Connecticut Freedom of Information Act.

## Instruction

### Computers: Acceptable Use and Internet Safety Policy

#### Personal Responsibility (continued)

The New Fairfield Board of Education reserves the right to bypass any or all individual group passwords to determine the activity on any or all computers, computer systems, software, electronic access privileges, and networks.

#### Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which s/he has agreed will have computer network and Internet access during the course of the school year only. Parents/students must sign a responsible use agreement for electronic information resources upon entering Consolidated School, Meeting House Hill School, New Fairfield Middle School and New Fairfield High School before students are given an access account.

#### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and that constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

## Instruction

### Computers: Acceptable Use and Internet Safety Policy (continued)

#### Acceptable Uses

- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  - D. Uses that are commercial transactions. Students may not sell or buy anything over the Internet. Students may not give others private information about themselves, including credit card numbers and social security numbers. Staff may make commercial transactions for educational or for research purposes as long as the transaction does not interfere with the employee's job duties and performance.
3. **Computing Etiquette.** All users must abide by rules of computing etiquette, which include the following:
- A. Be polite. Messages should not be abusive to others.
  - B. Take pride in communications. Check spelling and grammar.
  - C. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
  - D. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or technology coordinator.  

Staff and students in grades 6-12 will be required to change their passwords every six months. This password change will be enforced by the system. Reminders will be sent out via email starting 30 days prior to expiration. The password must meet the following complexity requirements: it must be at least 8 characters and contain at least one uppercase letter, one lowercase letter, one special character, and one numeral. Also, a previously used password must not be used.
  - E. Do not reveal your personal address, telephone number or e-mail address or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
  - F. Do not disguise the point of origin or transmission of electronic mail.
  - G. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
  - H. Illegal activities are strictly prohibited.

- I. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
- J. No charges for services, products, or information are to be incurred without permission of the supervising teacher or technology coordinator.
- K. Do not use the network in such a way that you would disrupt the use of the network by other users.

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## Instruction

### Computers: Acceptable Use and Internet Safety Policy

#### Acceptable Uses (continued)

- L. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
- M. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
- N. Report security problems to the supervising teacher or technology coordinator.
- O. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

#### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to a teacher or administrator.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address, telephone number or e-mail address. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

## Instruction

### Computers: Acceptable Use and Internet Safety Policy

#### Internet Safety (continued)

3. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
  
4. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## Privacy

Network and Internet access are provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

**Instruction****Computers: Acceptable Use and Internet Safety Policy** (continued)**Failure to Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if s/he permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

**Updates**

Users, and if appropriate, the user's parent(s)/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent(s) or guardian(s)) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

(cf. 4118.5/4218.2 Acceptable Computer Network Use)

## Instruction

### Computers: Acceptable Use and Internet Safety Policy

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
10-15b Access of parent or guardian to student's records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of documents.  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56(e) Access to Records of Minors  
Connecticut Public Records Administration Schedule V-Disposition of Education Records (Revised 1983).  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.)  
Dept. of Education 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h].[I])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. Seq.  
Reno v ACLU, 521 U.S. 844(1997)  
Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)  
Board of Education v. Pico, 457 U.S. 868 (1988)  
Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)  
Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act

Policy adopted: January 4, 2007  
Policy revised: January 15, 2009  
Policy revised: November 17, 2011  
Policy revised: August 2, 2012  
Policy revised: June 5, 2014

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

## **Instruction**

### **Computers: Acceptable Use and Internet Safety**

#### **Acceptable Electronic Resources Use**

##### **1. Privilege**

The use of the New Fairfield Public School electronic resources is a privilege. Inappropriate use, depending upon the severity, can result in temporary suspension or cancellation of this privilege and/or disciplinary/legal action ranging from detention to possible suspension and/or expulsion of a student and disciplinary action, including discharge of an employee.

##### **2. Personal Responsibility**

Individuals will accept personal responsibility for reporting any misuse or vandalism of electronic resources. Student(s) faculty/staff member(s) and network guest(s) will not assist another in violating any of these responsibilities:

- Misuse of the electronic resources shall occur when messages or materials are sent and/or requested within/from outside the network that attack ethnic, religious or racial groups or indicate pornography, unethical or illegal activities, sexism, harassment or inappropriate language.
- Vandalism or any malicious attempt to harm or destroy any school equipment, service or data of another user or any other networks that are connected to the system. This includes, but is not limited to, tampering with computer hardware and software, uploading or creating computer viruses, vandalizing/modifying data without permission or attempting to gain access to restricted or unauthorized networks or network services.

##### **3. Acceptable Use**

The use of electronic resources must be in support of education and research in accordance with the educational goals and objectives of New Fairfield Public Schools. All users are personally responsible for:

- a. complying with the rules appropriate to each school's network system.
- b. refraining from transmitting, receiving or duplicating any material in violation of any United States or state laws (this includes, but is not limited to copyrighted material; threatening, harassing or obscene material or material protected by trade secret).

## Instruction

### Computers: Acceptable Use and Internet Safety

#### Acceptable Electronic Resources Use

#### 3. Acceptable Use (continued)

- c. refraining from illegally using copyrighted materials. This includes, but is not limited to, improper use of license user requirements or using personal/borrowed software on the network.
- d. refraining from soliciting others for commercial, religious or political causes, outside organizations or personal matters.

#### 4. Network Etiquette and Privacy

Network behavior and language should be consistent with school/classroom standards. These rules include, but are not limited to, the following:

- a. **Be Polite** - Never send, or encourage others to send abusive, harassing or inappropriate messages and/or materials.
- b. **Use Appropriate Language** - Never swear, use vulgarities or any other inappropriate language.
- c. **Privacy** - Do not reveal any personal, confidential or sensitive information (i.e. addresses or phone numbers of yourself or others). Published student work will be identified by first name (last name initial, if necessary) and grade level, photos will consist only of groups and will be blurred for web pages. If student photos, audio or video will be used in a media/electronic based presentation or major school event, a media/electronic release form will be sent home prior to the presentation or event to obtain permission.
- d. **Login ID/Password** - Do not share personal login ID/passwords with anyone. If someone has learned a personal login ID/password, please alert the network administrator.

Staff and students in grades 6-12 will be required to change their passwords every six months. This password change will be enforced by the system. Reminders will be sent out via email starting 30 days prior to expiration. The password must meet the following complexity requirements: it must be at least 8 characters and contain at least one uppercase letter, one lowercase letter, one special character, and one numeral. Also, a previously used password must not be used.

- e. **Electronic Mail** - Do not send personal messages, of any kind, at any time. Messages relating to or in support of illegal activities must be reported to the authorities.
- f. **Disruptions** - Do not use the network in any way that would disrupt use of the network by others.
- g. **Published Resources** - Only copy published resources for the purpose of private study, scholarship or research. Material copied under these guidelines must include an appropriate citation of its source.

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## **Instruction**

### **Computers: Acceptable Use and Internet Safety**

#### **Acceptable Electronic Resources Use (continued)**

##### **5. Security**

Due to the large amount of users, security is a high priority for those using the network system.

- a. Use only personal login ID/password.
- b. Do not enter any other account, whether it is assigned to another faculty/staff member, student, the school or the district without permission.
- c. If a security problem arises, notify the network administrator immediately, and do not demonstrate the problem to other users.

##### **6. Ownership and Access**

The New Fairfield Public School's network and computer facilities, associated hardware, software and peripherals, and all user files, electronic messages, data and programs stored, created or generated are the sole and exclusive property of the New Fairfield Public Schools ("Computer Facilities"). Any files, data or other information which is created, communicated or stored by any student or faculty/staff member of the New Fairfield Public Schools using Computer Facilities may be monitored to ensure that only appropriate business and education related tasks and messages are being performed and transmitted. Moreover, the student or faculty/staff member may not copy, reproduce or remove any files, data or equipment for any purpose without the prior approval of the New Fairfield Public School Technology Committee.

##### **7. Services**

New Fairfield Public Schools makes no warranties of any kind, whether expressed or implied, for the network service it is providing.

- a. New Fairfield Public Schools will not be responsible for any damages suffered while on this system. These damages may include but not limited to loss of data as a result of delays, non-deliveries, misdeliveries or service interruptions caused by the system or personal errors or omissions.
- b. Use of any information obtained via the network and other electronic resources is at one's own risk. Although precautions will be taken to attempt to ensure that the Internet is a safe learning environment, New Fairfield Public Schools specifically denies any responsibility for the accuracy, quality or content of information obtained through its Internet services.

## Instruction

### Computers: Acceptable Use and Internet Safety

#### Acceptable Electronic Resources Use

7. **Services** (continued)

All users agree to hold the New Fairfield School District, its faculty/staff, administrators and Board of Education harmless from any loss or damage that may occur as a result of the use of the school's electronic resources.

**Internet Use Permission** - To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, New Fairfield Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet.

**Review/Revision of Disciplinary Actions** - Disciplinary actions related to technology will be periodically reviewed and revised by the District Technology Committee.

Regulation approved: October 18, 1998  
Regulation reviewed: January 15, 2009  
Regulation reviewed: November 17, 2011  
Regulation reviewed: June 5, 2014

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

**New Fairfield School District**  
**Consolidated School**

**Responsible Use Agreement for Electronic Information Resources**

**Grades K-2**

(Student's Name), \_\_\_\_\_, as a user of the New Fairfield School District's electronic information resources and computer networks, 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:

1. I will use computers for educational purposes and always under the supervision of a staff member;
2. I will be polite and use only appropriate language;
3. I will not knowingly destroy computer programs or equipment belonging to the school;
4. I will not give out personal information about myself or to others when using the computer and Internet;
5. I will follow these rules. If I do not, I will not be permitted to use the computers and Internet at Consolidated School;
6. I will report all problems to my teacher or the school staff supervising my use of the computer;
7. I have read these rules and have discussed them with my child. We agree on the importance and necessity of this agreement in the new Information Age.

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

**New Fairfield School District**  
**Meeting House Hill School**

**Responsible Use Agreement for Electronic Information Resources**

Access to and use of the Internet is a privilege that students must earn by using it in an appropriate manner. All Meeting House Hill students must read and agree to follow the rules listed below, as well as follow the school rules in the Student Handbook. 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:

1. I will use electronic information resources only with the permission of a teacher.
2. I will use the Internet only for school educational and research purposes.
3. I will record all my "visits" to Internet sites on the Internet Log Sheet kept next to each computer work station.
4. 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.
5. I will not fill in any forms, subscribe to groups on the World Wide Web, or send an e-mail message without a teacher's permission.
6. I will get permission from a teacher before printing or downloading to my own computer disk.
7. 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.*

8. I will not give out personal information about myself or others when using the Internet.

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

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

## Responsible Use Agreement for Electronic Information Resources

New Fairfield School District  
New Fairfield High School and New Fairfield Middle School

### Responsible Use Agreement for Electronic Information Resources

The school's information technology resources, including email and internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to technology resources.

**Students must respect and protect the privacy of others.** Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not to send text messages, and not to post information, photos, or videos not authorized by the teacher. Private information about yourself or others must not be shared.

**Students must respect and protect the integrity, availability, and security of all electronic resources.** Information should be shared as required through the curriculum. Any security risks or violations must be reported to a teacher immediately.

**Students must respect and protect the intellectual property of others.** Copyright laws are to be understood and followed. Unauthorized copying of the intellectual property of others is a violation of this policy.

**Students must respect and practice the principles of community.** Communication in ways that are kind and respectful is expected. Threatening, discomfoting, and illegal materials that violate the school's code of conduct (such as obscenities; pornography; and threatening, rude, discriminatory, or harassing information) are unacceptable. Spam, chain letters, and any mass mailings are prohibited. Buying, selling, advertising, or otherwise conducting business is not allowed, unless approved as a part of the curriculum.

As a user of the New Fairfield school district's electronic information resources and computer networks, which includes student email access, 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:

1. I will use electronic information resources only for educational, research, and communication purposes and only as those purposes are consistent with the educational objectives of the New Fairfield Board of Education.
2. I will use electronic information resources in a responsible, ethical, and legal manner at all times.
3. I will use polite and appropriate language at all times while accessing and using these resources.

4. I will not give out any personal information about myself or anyone else while using these resources other than my first name and school e-mail address.
5. I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services and installing unauthorized software on the district's computers.
6. I will not cause harm to others or damage to their property (e.g., engage in defamation, gain or use passwords belonging to others, participate in "hacking" activities).
7. I will not jeopardize the security of student access and the computer network(s).
8. I will not violate any copyright laws. Even if the material on the networks is not marked with the copyright symbol. I will assume that all materials are protected unless there is explicit permission on the materials to use them. Plagiarism will not be tolerated.
9. I will not send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
10. I will not play unauthorized games or participate in unauthorized chat rooms.
11. I will not download any files to the hard drive without the permission of a staff member.
12. I will not subscribe to list serves or news groups.
13. I will not use the resources for commercial purposes, product advertising, or political lobbying and/or campaigning. Students may not sell or buy anything over the Internet.
14. I will not use a home or other Internet account on any of the New Fairfield district's computer networks unless it relates to a school curricula issue and I have received permission from a staff member.
15. If I do not follow these rules, I know that I may lose my privilege to use the computers at school, that I may be disciplined for not following the rules, and that I may have to pay for any damage I cause by my misuse of these resources.
16. I am aware that the inappropriate use of these resources can be a violation of local, state, and federal laws and that I may be prosecuted for violating those laws.
17. I will immediately report any problems or breaches of these responsibilities or any inappropriate messages received to my teacher or to the school personnel who is supervising my use of these resources.
18. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment.
19. If I violate this policy, I am subject to having my access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of my enrollment in the school district.

Parents, please discuss these rules with your student to ensure that s/he understands them. These rules also provide a good framework for your student's use of computers at home. For more information, see <http://www.justice.gov/criminal/cybercrime/cyberethics.htm>

**New Fairfield School District  
New Fairfield High School and New Fairfield Middle School**

Every high school and middle school student, regardless of age, must read this page. If a student wants to use the school's network resources outside of network opportunities provided during teacher directed classroom instruction, then this form must be signed below.

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's name (print clearly) \_\_\_\_\_ Home phone \_\_\_\_\_

User's signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Status:  Student  Staff  Patron  I am 18 or older  I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, loses, and costs, or whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian name (please print): \_\_\_\_\_ Home phone: \_\_\_\_\_

Parent or Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

*Existing policy with revision based on P.A. 16-188.*

## **Instruction**

### **Basic Instructional Program**

The basic instructional program of the New Fairfield Public Schools shall be approved by the Board and be in accordance with the law.

Although learning experiences offered students vary according to their individual needs and abilities, the instructional program will be designed to give all students a common body of skills, understandings, attitudes, and knowledge needed for living in a democratic society.

As required by law the Board shall provide a program of instruction which shall include at least the following subject matter as taught by legally qualified teachers, the arts; career education; consumer education; health and safety; including, but not limited to, human growth and development, nutrition, first aid; including cardiopulmonary resuscitation (CPR) training (beginning with the school year commencing July 1, 2016); disease prevention, and cancer awareness, including but not limited to, age and developmentally appropriate instruction in performing self-examinations for the purposes of screening for breast cancer and testicular cancer; community and consumer health, physical, mental and emotional health, including youth suicide prevention, teen dating violence awareness and prevention, substance abuse prevention; safety; which shall include the safe use of social media, as defined in C.G.S. 9-601, and may include the dangers of gang membership, and safety and accident prevention; instruction on acquired immune deficiency syndrome (AIDS); language arts, including reading, writing, grammar, speaking and spelling; mathematics, physical education; science; social studies, including, but not limited to, citizenship, economics, geography, government and history; computer programming instruction, and in addition, on at least the secondary level, one or more world languages and vocational education.

Language arts may include American Sign Language provided such subject matter is taught by a qualified instructor under the supervision of a certified teacher.

The “arts” means any form of visual or performing arts which may include, but not be limited to, dance, music, art and theatre.

The implementation of these programs shall be the responsibility of the Superintendent of Schools in cooperation with the building principals.

**Note:** The addition, as part of the health and safety curriculum, of cardiopulmonary resuscitation (CPR) training, is to be based on the guidelines for emergency cardiovascular care issued by the American Heart Association and shall include, but not be limited to, hands on training in CPR.

In addition, boards of education are allowed to accept gifts, grants, and donations, including in-kind donations, to purchase equipment or materials needed to provide CPR instruction in the schools.

The addition of instruction on the safe use of social media (blogs, video blogs, podcasts, instant messaging, and other user-generated content) and computer programming instruction is also effective beginning in the 2016-2017 school year.

DRAFT

## **Instruction**

### **Basic Instructional Program**

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study, as amended by PA 08-153, PA 11-136, PA 14-234, PA 15-17, PA 15-94, PA 15-138 and PA 16-188.

10-18 Courses in United States History, government and duties and responsibilities of citizenship.

10-19 Teaching about alcohol, nicotine or tobacco, drugs, and acquired immune deficiency syndrome. Training of personnel.

Policy adopted: January 5, 2006  
Policy revised: September 18, 2008  
Policy revised: November 17, 2011  
Policy revised: October 30, 2014  
Policy revised: March 3, 2016  
Policy revised:

**NEW FAIRFIELD PUBLIC SCHOOLS**  
New Fairfield, Connecticut

*Existing policy with an update to legal references which extends the implementation of new, previously legislated graduation requirements to begin with the graduating class of 2022, rather than 2021.*

## **Instruction**

### **Graduation Requirements**

#### **Introduction**

In order to graduate from New Fairfield High School a student must earn a minimum of 25 credits in grades 9 through 12 (unless exceptions have been made by a duly convened planning and placement team, or otherwise in accordance with C.G.S. section 10-221a) and must have met the credit distribution requirements. Students participating in the Senior Enrichment Experience (SEE) program will earn graduation credits for all courses in which they have earned a passing grade at the start of their involvement in the program. Students who earn a passing grade for college coursework at accredited universities may submit official transcripts to the high school principal for consideration for credit approval. Students must also meet four performance standards: Communications, Mathematics, Science, and Technology. These standards define the areas of literacy that the New Fairfield Public School District feels all students should know and be able to do.

#### **Credit Distribution Requirement:**

- |                                      |  |
|--------------------------------------|--|
| • English                            | 4 credits  |
| • Mathematics                        | 3 credits  |
| • Social Studies                     | 3 credits (including at least ½ credit in Civics or American Government) |
| • Science                            | 3 credits  |
| • Health/Physical Education          | 2 credits  |
| • World Language                     | 1 credit   |
| • School and Community               | .5 credit  |
| • Personal Finance                   | .5 credit  |
| • Fine/Applied Arts                  | 2 credits*   |
| • Senior Enrichment Experience (SEE) | 1 credit   |
| • Electives                          | 6 credits  |

\* One credit may be earned if a student takes two world languages for four (4) years.

Per statute (C.G.S. 221a(f)) the determination of eligible credits is at the discretion of the Board of Education, provided the primary focus of the curriculum of eligible credits corresponds directly to the subject matter of the specified course requirements. The Board may permit a student to graduate during a period of expulsion if the Board determines the student has satisfactorily completed the necessary credits. The graduation requirements shall apply to any student requiring special education except when the Planning and Placement Team (PPT) determines the requirement not to be appropriate.

## **Instruction**

### **Graduation Requirements (continued)**

A credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year except for a credit or part of a credit toward high school graduation earned (1) at an institution accredited by the Board of Regents for Higher Education or State Board of Education or regionally accredited, (2) through on-line course work or (3) through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education.

### **Academic Advancement Program**

The Board of Education permits students in grades eleven and twelve to substitute (1) achievement of a passing score on an existing nationally recognized examination, approved by the State Department of Education, or series of examinations approved by the State Board of Education, (2) a cumulative grade point average determined by the State Board of Education and (3) at least three letters of recommendation from school professionals (defined in 10-66dd), for the required high school graduation requirement. The State Board of Education will issue an Academic Advancement Program Certificate to any student successfully completing such program. The Academic Advancement Program Certificate shall be considered in the same manner as a high school diploma for purposes of determining eligibility of a student for enrollment at a Connecticut public institution of higher education.

All students must carry seven classes each semester. Seniors may carry six classes and petition for early release if they have 20 credits, are in good academic standing and have the approval of their parents.

### **Credit Distribution Requirement for Diploma of Distinction:**

- English 4 credits
- Math 4 credits
- Science 4 credits
- Social Studies 3 credits
- World Languages 3 credits (in the same language at high school)
- Health & P.E. 2 credits
- Fine/Applied Arts 2 credits\*
- School & Community Service .5 credit
- Personal Finance .5 credit
- Senior Enrichment Experience (SEE) 1 credit
- Additional 3, 4, or 5 weight elective .5 credit (during the senior year)
- Must earn a total of 25 credits

\* One credit may be earned if a student takes two world languages for four (4) years.

## **Instruction**

### **Graduation Requirements (continued)**

To receive a Diploma with Highest Distinction a student in addition to all of the above, must complete the following:

Earn a score in the ADVANCED category of the Science CAPT plus earn a score in the top two bands of the English and Math State Mastery Assessments

**or**

Earn a score in the ADVANCED category of the Science CAPT and earn a 1200 on the SAT (excluding writing) or earn a 26 Composite Score on the ACT.

### **District's Performance Standards**

#### **English Language Arts (ELA)**

##### **Definition:**

Students should be able to communicate effectively in a variety of ways, both verbally and in writing. As part of this goal, students must demonstrate proficiency at reading a variety of materials and responding appropriately. This may include making connections between a variety of sources, using problem-solving strategies, and interpreting and evaluating information.

**Objectives:** The student will be able to:

- read closely and analytically to comprehend a range of increasingly complex literary and informational texts.
- produce effective and well-grounded writing for a range of purpose and audiences.
- employ effective speaking and listening skills for a range of purposes and audiences.
- engage in research/inquiry to investigate topics, and to analyze, integrate, and present information.

##### **Assessment:**

Students will take the State Mastery Assessment in English language arts. If students do not participate in the 11<sup>th</sup> grade ELA state assessment, they must create a piece of writing that follows the Writing Process Model and produce a publishable, superior product. This writing sample will then be evaluated using a locally created assessment rubric.

##### **Implementation:**

Students will have numerous opportunities in all English/Language Arts and Social Studies classes to produce writing samples using the Writing Process Model.

## **Instruction**

### **Graduation Requirements (continued)**

#### **Assistance:**

For assistance, students may go to the Learning Center, National Honor Society Tutorial Service, and/or receive one-on-one consultation with a classroom teacher.

## **Mathematics**

#### **Definition:**

Students should become mathematical problem solvers, learn to communicate mathematically, learn to reason mathematically, learn to value mathematics, and become confident in their ability to do mathematics. While it is still important for students to be able to calculate and manipulate mathematical symbols, the focus is on technology and application of knowledge and skills.

**Objectives:** The student will be able to:

- explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency.
- solve a range of well-posed problems in pure and applied mathematics, making productive use of knowledge and problem-solving strategies.
- clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others.
- analyze complex, real-world scenarios and can construct and use mathematical models to interpret and solve problems.

#### **Assessment:**

- A student will take the 11<sup>th</sup> grade state math assessment.
- If a student does not take the 11<sup>th</sup> grade state math assessment, s/he will achieve a C+ or better in three math courses required for graduation, or
- S/he will complete a performance based learning assessment demonstrating the above skills.

#### **Implementation:**

Students will have numerous opportunities in all mathematics classes to complete performance-based learning assessment activities.

#### **Assistance:**

For assistance, students may go to the Learning Center, National Honor Society Tutorial Service, and/or receive one-on-one consultation with a classroom teacher.

## **Instruction**

### **Graduation Requirements** (continued)

#### **Science**

##### **Definition:**

To meet graduation requirements in science, the student will be able to master scientific methodology as a basis of inquiry for all problem solving and decision making challenges.

**Objectives:** The student will be able to:

- define a problem and identify dependent and independent variables.
- form a hypothesis after gathering information about the problem.
- design an experiment.
- collect data through quantitative and qualitative observation.
- use the data to support or disprove the hypothesis.
- use technology to present the data in accordance with meeting the district technology standard.

##### **Assessment:**

Students will take the Connecticut Academic Performance Test (CAPT) and receive a score in Science that indicates their competency. If students do not meet goal level in 10<sup>th</sup> grade or proficiency level in 11<sup>th</sup> grade, they must meet one of the following criteria for the standard:

- Achieve a C+ or better in three science courses required for graduation, or
- Conduct a field-based research project, or
- Complete a science research project and presentation.

##### **Implementation:**

Students will have numerous opportunities in all science activities to complete projects using the scientific method.

##### **Assistance:**

It is strongly recommended that students who are working on the SPLAT requirement take a fourth year of science in order to work with a science teacher for help with the SPLAT requirement. Students producing a SPLAT will use the Learning Center for mentoring in the implementation of their project.

## **Instruction**

### **Graduation Requirements** (continued)

**Technology** *(To be removed beginning with the Class of 2018, as all students use technology in class regularly and have met the standard)*

#### **Definition:**

Students should be able to analyze, synthesize, and evaluate situations at home, school, or work and apply technology to complete tasks efficiently and effectively. Students should identify capabilities and limitations of technology resources and assess the potential of these systems and services to address personal, lifelong learning, and workplace needs. They also must use technology tools and resources for managing and communicating personal/professional information. Finally, students will select and apply technology for research, information analysis, problem solving, and decision-making in content learning.

**Objectives:** Students will be able to:

- operate a personal computer
- use word processing software to create, modify, store, retrieve and print documents
- use specialized software
- apply computers to a job task

#### **Assessment:**

- To meet the objectives, each student must demonstrate competency using three specialized software packages.

#### **Implementation:**

Students will have numerous opportunities in their courses to demonstrate the ability to use technology.

#### **Assistance:**

Depending on the technology application, students may receive assistance in any one of their courses. Students may also go to the Learning Center, National Honor Society Tutorial Service, and/or receive one-on-one consultation with a classroom teacher.

## **Instruction**

### **Graduation Requirements (continued)**

#### **Special Circumstances**

- Transfer students-Consideration will be given to a student who transfers into New Fairfield after the first three years of high school.
- Special Education students-The IEP will outline the expected performance standards for a student in special education.
- 504 students-Considerations will be given to modifications provided by the appropriate 504 plan.
- The Board of Education shall award a high school diploma to any World War II veteran or veteran of the Korean Hostilities or Vietnam Era veteran requesting such diploma who left high school for military service as defined in the statutes.
- The Board of Education shall award a high school diploma to any person who (1) withdrew from high school prior to graduation to work in a job that assisted the war effort during World War II, December 7, 1941 to December 31, 1946, inclusive, (2) did not receive a diploma as a consequence of such work, and (3) has been a resident of the state for at least fifty (50) consecutive years.

#### **Notification:**

##### **Of teachers:**

In September of each school year, or as soon as the scores are available, the Guidance Department will provide a list of the juniors who have not met a standardized goal. This list will be sent to Department Heads of each specific subject area.

##### **Of students:**

At the end of the year, the Guidance Department will notify all juniors who did not meet the CAPT Science goal, and their parent(s)/guardian(s), to remind them of the performance standards for graduation. At the beginning of each school year, the Guidance Department will notify seniors as to their status relative to the performance standard requirements for graduation. They will include the options available for the student. Successful completion of a performance standard will be included on the final report period of the junior year or on the first report period it is met in the senior year.

##### **Of parent/guardian(s):**

At the beginning of each school year, the Guidance Department will notify, in writing, the parent(s)/guardian(s) of any senior who has not yet met one or more of the performance standards for graduation. Successful completion of a performance standard will be included on the final report period of the junior year or the first report period it is met in the senior year.

## **Instruction**

### **Graduation Requirements (continued)**

#### **Appeals**

- Students should submit their appeal to the Principal within 20 days of receiving their score. The appeal should include the rubric along with a statement explaining why the student feels the score is incorrect. An independent assessor will score the performance standard.
- The Chief Academic Officer or his/her designee will name the independent assessor.
- The outcome of this assessment will be sent to the Principal who will share this information with the student and parent(s)/guardian(s).

Legal Reference: Connecticut General Statutes  
10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247 and P.A. 14-230).  
10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results.  
10-16(1) Graduation exercises. (As amended by P.A. 96-108, An Act Concerning Student Use of Telecommunication Devices and the Appeals Establishment of Graduation Dates).  
10-221a High school graduation requirements as amended by P.A. 08-138, P.A. 11-135, An Act Concerning Implementation Dates for Secondary School Reform, P.A. 13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes and P.A. 13-247, Budget Implementer Bill, P.A. 15-237, An Act Concerning High School Graduation and P.A. 16-4(SS), section 310.  
P.A. 13-108, An Act Unleashing Innovation in Connecticut Schools.  
P.A. 13-247, An Act Implementing Provisions of the State Budget.

Policy adopted: December 2, 2004  
Policy revised: December 7, 2006  
Policy revised: April 3, 2008  
Policy revised: November 6, 2008  
Policy revised: November 17, 2011  
Policy revised: March 6, 2014  
Policy revised: October 30, 2014  
Policy revised: April 21, 2015  
Policy revised: March 3, 2016  
Policy revised:

**NEW FAIRFIELD PUBLIC SCHOOLS**  
New Fairfield, Connecticut



***Graduation Requirement: Performance Assessment***  
***New Fairfield High School***

New Fairfield High School is a mission-driven school. Each student will be assessed on an ongoing basis according to each numbered expectation of the school mission. The possible range of results is EXCEEDS EXPECTATION, MEETS EXPECTATION, and NEEDS IMPROVEMENT. A performance assessment card will be sent home two times each year. In January it will be brought home by the student with her/his report card. At the end of the school year it will be mailed home.

***New Fairfield High School Mission***

New Fairfield High School strives to provide a safe educational environment in which all students acquire the knowledge and skills to become lifelong learners and responsible citizens within a diverse society and changing world.

***Expectations for Student Learning***

***ACADEMIC***

**Students must earn an ME or EE on all 11 rubrics a minimum of two (2) times each school year to meet the three academic expectations. Each student will record her/his own progress in meeting each academic expectation in her/his agenda book throughout every school year. To graduate from New Fairfield High School, each student must demonstrate that s/he has met the academic expectations each of her/his four years.**

*Our students will*

1. develop core skills in writing, reading, mathematics, problem solving and communication
2. demonstrate technological and scientific literacy
3. explore a range of possible careers

***CIVIC***

**To meet the civic expectations for graduation, students must complete a combination of 15 hours minimum each year volunteering in school and community activities and complete a *Civic Expectations VERIFICATION and RESPONSE SHEET* to be turned in to the student's Connections advisor. The time must be spent supporting a non-profit community activity. Members of clubs and sport teams may apply for approval of school and community hours if projects/activities are completed in addition to club and team membership.**

4. contribute to society as responsible citizens and exhibit ethical behavior
5. contribute constructively to school and community activities

***SOCIAL***

**To meet the social expectations for graduation, each student must complete the three requirements below each school year.**

- **Students will write a SMART goal (Specific, Measurable, Achievable, Realistic, Timely) every school year that relates to the active learner criteria. Since the goal is specific to school activities, documentation of meeting the goal will require a teacher's signature.**
  6. participate actively in their education
- **Students need an assignment that demonstrates a discussion of other cultures, opinions, or beliefs on which they have received a B- or better.**
  7. understand varying opinions, diverse beliefs and cultural differences
- **Students need to have documentation of commitment to a healthful lifestyle. Possibilities include a copy of a completed Health Fair Card; Grade 10 State PE Assessment certificate meeting benchmark in all areas; Life Saving Certification; Participation on a sport team for the entire season; Weight Room Attendance a minimum of two (2) times per week in the school year, at least one sport season. Students who participate in activities outside of school may apply for approval.**
  8. engage in behaviors that foster a commitment to a healthful lifestyle





***New Fairfield High School  
Social Expectation 8***

***VERIFICATION and RESPONSE SHEET***

*Mission Statement, Expectation 8:*

*Our students will engage in behaviors that foster a commitment to a healthful lifestyle.*

Student Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

*Write a brief reaction below to your involvement in the activity that demonstrates your meeting the mission statement expectation.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) participated: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

**Hours contributed:** \_\_\_\_\_

**This expectation must be met each school year.**

Sponsor's name: \_\_\_\_\_

Sponsor's signature: \_\_\_\_\_

Sponsor's phone number: \_\_\_\_\_

NFHS Connections Advisor's signature: \_\_\_\_\_

2016-2017



**Request for**

**Funds**

School New Fairfield Middle School

Address 56 Gillotti Road Phone 203-312-5885

Town New Fairfield, CT Zip Code 06812

e-mail allison.anne@newfairfieldschools.org FAX 203-746-6076

Person completing this form Annemarie Allison

Amount requested (up to \$350.00) \$350

Use of funds- art supplies and materials: To purchase arts and crafts supplies for an after school buddy program.

Please explain your school's plan to commit to this grant with additional dollars from within your district in the future: Additional materials will be provided by the school to make sure students have the supplies they need for the projects. Materials will be placed in the budget for future years.

Please describe the type of program you plan to run e.g. class held during the day, afterschool, or seasonal program and how often program will take place Afterschool "Buddy Up" classes-Tuesday afternoons from 2:45-4:00.

Please return to:

Barb Horn  
CT Association of Schools  
30 Realty Drive  
Cheshire ,CT

[bhorn@casciac.org](mailto:bhorn@casciac.org) 203 250-1111 FAX 203 250-1345