

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting
Tuesday, January 30, 2018
5:00 PM
501 Kings Highway East
Superintendent's Conference Room

Agenda

- I. Call to Order
- II. Approval of January 2, 2018 Minutes
- III. 1311.1/1311.2 Political Activities of School Employees in School/On School Property
- IV. 5144.1 Seclusion and Restraint
- V. 5114 Student Discipline Policy - Expulsions
- VI. Discussion of Future Items
- VII. Future Items
 - a. High School Graduation Requirement
 - b. Booster Clubs/Corporate Sponsorships
 - c. Board of Education Handbook
 - d. Social Media Policy
- VIII. Open Discussion/Public Comment
- IX. Adjournment

Future Meetings:

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room
Unless otherwise noted.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting
Tuesday, January 2, 2018
5:00 PM
501 Kings Highway East
Superintendent's Conference Room

Minutes

I. Call to Order

Present: Jennifer Maxon Kennelly, Jennifer Jacobson, Jeffrey Peterson, Colleen Deasy, Phil Dwyer

II. Review of Policy committee Calendar for 2018

The committee agreed to finalize the calendar as proposed.

III. Approval of December 5, 2017 Minutes

Approved 3-0

IV. Discussion of 1311.1/1311.2 Political Activities of School Employees in School/On School Property

- Committee discussed carving out specific language pertaining to Election Day activities.
- Discussion around tailoring the policy to provide appropriate deference to school administrators in balancing student speech rights against disruption.
- Committee discussed possible ways to tie policy to existing school registration policies, regulations and/or practice.

V. Open Discussion/Public Comment

VI. Adjournment

Vote to adjourn 6:39 PM

Community Relations

Political Activities of School Employees

District employees shall be entitled to full rights of citizenship, and no political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee providing such activities do not interfere with the performance of the employee's duties or the District's business.

Performance of Civic Duties by Employees

Employees should perform their civic duties commensurate with democratic ideals. These duties may include:

1. Voting and taking an interest in current social, political, and economic issues.
2. Exercising democratic rights and responsibilities shared with other citizens. These rights and privileges may include:
 - A. Electioneering for candidates off school grounds, except on an election day.
 - B. Accepting positions in political campaigns.
 - C. Holding an office in a political party organization.
 - D. Serving as a delegate to political party conventions

Individual Responsibility in Participating in Political Functions

- A. Employees engaging in political activities shall not:
 1. Engage in political activities on school premises during school hours or at school events.
 2. Involve their school, school property, and/or students in personal political campaigns.
 3. Solicit, receive, collect, handle, disburse or account for assessments, contributions or other political funds, organize, sell tickets to, promote a candidate, solicit votes in support of or opposition to a candidate, circulate petitions, display political pictures, badges, stickers or buttons on District property during assigned hours of employment.
 4. Distribute literature within schools or on school buses, including but not limited to electronic mail, supporting one or more candidates, nor shall campaign posters be displayed at or within the schools. Campaign material shall be used solely for educational purposes.
 5. Poll their students to determine how their parents are voting on any issue, and shall not attempt to indoctrinate students with personal, political, or social philosophy. Any discussions during break time shall be confined to an area out of the hearing distance of

students.

- B. Employee's attendance at, or participation at, political or union activities during work time shall not take place without prior written approval of the administration.

Political Materials and/or Engagement as Part of the Instructional Program

- A. Teachers may use political materials as part of the instructional program, provided the material is germane to the instructional objectives of the course. Any presentation of political materials, or issues, or expression of views, however, must be balanced and fair.
- B. Teachers shall be responsible for providing students with the opportunity to investigate various sides of the topics presented in their courses, particularly in relation to controversial subjects, within such limits as may be imposed by relevance to the course, the maturity level and intellectual ability of the students, and the time available.
- C. Teachers shall permit freedom of expression on those topics that are matters of opinion so that students may weigh alternative views and make up their own minds. Students shall be encouraged to examine, analyze, evaluate, and synthesize the information available to them before drawing conclusions in order to develop as fully as possible their capacity for rational judgment.
- D. Teachers shall strive to promote tolerance for the opinions of others and respect for the right of all individuals to hold and express differing opinions.
- E. A teacher may express his/her opinions in regard to political, social and religious values or issues provided that the total presentation is essentially balanced and fair. He/she shall not use professional interaction with students to further his/her own political aims or views or those of any other individual or group.

The following situations are exempt from the prohibitions of this policy:

- The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, civics, current events, and political science.
- The conduct of student elections and campaigning connected therewith.
- The conduct of professional staff member representative elections.

Nothing in this policy shall be interpreted to impose a burden on the constitutionally protected speech of a staff member or student.

Problems concerning the political activity of an employee shall be reported to the Superintendent or designee who shall follow-up and take appropriate action.

Legal Reference: Connecticut General Statutes
 7-421 Political activities of classified municipal employees.
 7-421b Limitation on restriction of political rights of municipal employees.
 10-156e Employees of boards of education permitted to serve as elected
 officials; exception.

P1311.2 (a)

Community Relations

Political Activities in the Schools/On School Board Property

1. Political Candidates/Issues

Debate or Forum: If a class or school-sponsored group plans a political debate or forum during the school day, the Principal/teacher/sponsor shall ensure that all candidates for the same public office or who have differing opinions on a political issue are given equal opportunity to participate.

Appearances: Elected politicians and political candidates are not allowed to appear at a school unless they are invited to visit or speak to a class or other school-related activity during school hours. However, they are entitled to the same rights of all citizens to visit the schools. The requirements for debates or forums are applicable and other candidates for the same public office should be invited to visit at the same time or be provided an equivalent opportunity.

Nothing in this policy shall preclude or prevent incumbent elected public officials from appearances on District property upon the invitation of the Superintendent, the Superintendent's designee or Principal provided that it is within their official capacity and not a campaign activity.

2. School Group Participation in Political Events

School groups may not participate in appearances that create an undue amount of interference with the regular school program or that cause an excessive amount of students' absences for rehearsal or preparation.

3. Use or Distribution of Political Materials During School Hours or on School Grounds

- a. **Interschool Mail:** Any interschool or intraschool mail system may not be used to distribute any political materials to schools. A regular newsletter of an employee organization that is normally distributed by the District's/school's mail system will not be considered political material if it simply contains news of a political nature taken by the organization.
- b. **Political Materials:** Any distribution of political materials, ~~except as unless~~ part of the instructional program ~~or~~ student government, or ~~political activity during working hours (including e-mail messages) an event scheduled in accordance with the school reservation process~~ is prohibited ~~within school on school grounds~~ or on school buses, except as allowed under this policy.
- c. **Student Elections:** Students may post or distribute student-government election materials in an appropriate time, place, and manner, as determined by the Principal, so as to avoid any disruption to the learning environment.

- d. Student distribution or display of political material that is disruptive of the educational environment is not permitted.
- e. The aforementioned policy should not be construed to limit citizens' political activity on an election day during polling hours in compliance with local ordinances and election law.

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Legal Reference: Connecticut General Statutes
7-421 Political activities of classified municipal employees.
7-421b Limitation on restriction of political rights of municipal employees.
9-369b Explanatory text relating to local questions.
10-156e Employees of boards of education permitted to serve as elected officials; exception.
10-239 Use of school facilities for other purposes
31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.
Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
Equal Access Act, 20 U.S.C. ss 4071-4074

Students

USE OF PHYSICAL FORCE

5144.1(a)

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the District or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the District.

Students

USE OF PHYSICAL FORCE

5144.1(b)

Definitions (continued)

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving. Seclusion does not include any confinement of a student in which the person is physically able to leave the area of confinement including, but not limited to, in-school suspension and time-out.

Student means a child (A) enrolled in grades kindergarten to twelve, (B) receiving special education and related services in an institution or facility operating under contract with the District, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Conditions Pertaining to the Use of Physical Restraint and / or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student under any circumstance.
- B. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion
- C. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

Students

USE OF PHYSICAL FORCE

5144.1(c)

Conditions Pertaining to the Use of Physical Restraint and / or Seclusion

- D. No student shall be placed in seclusion unless:
 - a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
 - b. Such student is continually monitored by a trained school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.
 - c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
- E. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- F. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:
 - a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.

Students

USE OF PHYSICAL FORCE

5144.1(d)

Conditions Pertaining to the Use of Physical Restraint and / or Seclusion (continued)

- b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.
- G. A reasonable effort shall be made to provide the student's parent / guardian with notification immediately after such physical restraint or seclusion is initiated; however this notification must occur not later than twenty-four hours after the student is placed in physical restraint or seclusion. If the behavior of the student who was placed in seclusion and / or restraint is such that there is a concern about safely dismissing the student, the school principal or designee will determine the proper course of action regarding the student's dismissal.
- H. The District, and each institution or facility operating under contract with the District to provide special education for children, including any approved private special education program, shall:
 - a. Record each instance of the use of physical restraint or seclusion on a student;
 - b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students. These facilities must provide information on each instance to the District Liaison for that facility.
- I. The District and institutions or facilities operating under contract with the District to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.

Students

USE OF PHYSICAL FORCE

5144.1(e)

Conditions Pertaining to the Use of Physical Restraint and / or Seclusion (continued)

- J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
 - a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.
- K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training

Training shall be provided by the District to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

- A. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students.
- B. The creation of a plan by which the District will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students. Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.

Students

USE OF PHYSICAL FORCE

5144.1(f)

Required Training and Prevention Training (continued)

- C. The District will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or secluding a student, including, but not limited to:
1. Verbal defusing and de-escalation;
 2. Prevention strategies;
 3. Various types of physical restraint and seclusion;
 4. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 5. The differences between permissible physical restraint and pain compliance techniques; and
 6. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.
 7. Recording and reporting procedures on the use of physical restraint and seclusion.

Crisis Intervention Teams

Annually, each school in the District will identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

Students

USE OF PHYSICAL FORCE

5144.1(g)

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

(cf. 4148/4248 - Employee Protection)
(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.
10-76d Duties and powers of boards of education to provide special education programs and services.
46a-150 Definitions. (as amended by PA 07-147 and PA 15-141)
46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.
46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)
53a-18 Use of reasonable physical force or deadly physical force generally.
53a-19 Use of physical force in defense of person.
53a-20 Use of physical force in defense of premises.
53a-21 Use of physical force in defense of property.
PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.
PA 15-141 An Act Concerning Seclusion and Restraint in Schools.
State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

Adopted 8/4/2009
Revised and Adopted 6/13/2017

A new policy to consider. P.A. 15-141 requires boards of education to have a policy and procedure pertaining to this topic.

Students

Use of Physical Force

Physical Restraint/Seclusion

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm. *(Alternative language: "to use reasonable restraint or place a student in seclusion to provide a safe environment for students.")*

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

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

Students

Use of Physical Force

Physical Restraint/Seclusion

Definitions (continued)

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving. Seclusion does not include any confinement of a student in which the person is physically able to leave the area of confinement including, but not limited to, in-school suspension and time-out.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student under any circumstance.
- B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
- C. No student shall be placed in seclusion unless:
 - a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
 - b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.

Students

Use of Physical Force

Physical Restraint/Seclusion

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)

- c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
- D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:
 - a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.
 - b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.
- F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.
- G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.

Students

Use of Physical Force

Physical Restraint/Seclusion

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)

- H. Beginning July 1, 2016, the Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:
 - a. Record each instance of the use of physical restraint or seclusion on a student;
 - b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students.
- I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.
- J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
 - a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.
- K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training Plan

Training shall be provided by the Board to ~~school professionals, paraprofessional staff members and administrators regarding~~ the members of the crisis intervention team for each school in the district. The Board may provide such training to any teacher, administrator, school professional or other school employee, designated by the school principal and who has direct contact with students regarding physical restraint and seclusion of students. Such training shall be ~~phased in over a period of three years beginning with~~ provided during the school year commencing July 1, 2015 2017 and each school year thereafter, and shall include, but not be limited to:

Students

Use of Physical Force

Physical Restraint/Seclusion

Required Training and Prevention Training Plan (continued)

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. *(Such overview is to be provided by the Department of Education on or after July 1, 2015, commencing July 1, 2017 and annually thereafter, in a manner and form as prescribed by the Commissioner of Education.)*
2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.

Such plan is to be implemented not later than July 1, 2017 2018 and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.

3. The Board will create a plan, to be implemented not later than July 1, 2017 2018, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or secluding physical restraint or seclusion of a student, including, but not limited to:
 - a. Verbal defusing and de-escalation;
 - b. Prevention strategies;
 - c. Various types of physical restraint and seclusion;
 - d. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - e. The differences between permissible physical restraint and pain compliance techniques; and
 - f. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.
 - g. Recording and reporting procedures on the use of physical restraint and seclusion.

Students

Use of Physical Force

Physical Restraint/Seclusion

Crisis Intervention Teams

Annually, For the school year commencing July 1, 2017 and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of school professionals, ~~paraprofessional staff members and administrators trained in the use of physical restraint and seclusion~~ any teacher, administrator, school professional or other school employee designated by the school principal and who has direct contact with student and trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis. The Board shall maintain a list of the members of the crisis intervention team for each school.

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

(cf. 4148/4248 - Employee Protection)

(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services.

10-236b Physical restraint and seclusion of students by school employees.
(as amended by PA 17-220)

46a-150 Definitions. (as amended by PA 07-147 and PA 15-141)

46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

Students

Use of Physical Force

Legal Reference: Connecticut General Statutes (continued)

46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.

53a-20 Use of physical force in defense of premises.

53a-21 Use of physical force in defense of property.

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.

PA 15-141 An Act Concerning Seclusion and Restraint in Schools.

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

Policy adopted:

cps 7/15
rev 5/16
rev 6/17

Students

Use of Physical Force

Physical Restraint/Seclusion

V. Use of Psychopharmacologic Agent (continued)

- B. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- C. Any administration of a psychopharmacologic agent must ONLY be done in accordance with applicable federal and state law and the Board of Education's Administration of Medication Policy. (5141.21)

VI. Training of School Employees

The Board will provide training to the members of the crisis intervention team for each school in the district. The Board may provide such training to any teacher, administrator, school paraprofessional and other school employees designated by the school principal and who has direct contact with students, school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. The training ~~will be phased in over a period of three years beginning with the school year commencing July 1, 2015.~~ shall be provided during the school year commencing July 1, 2017 and annually thereafter.

The training will include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. Such overview shall be in a manner and form as prescribed by the State Department of Education.
2. The creation of a plan by which the Board will provide ~~school professionals, paraprofessional staff members and administrators~~ with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.

The plan is to be implemented not later than July 1, 2017 2018 and ~~must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.~~

3. The Board will create a plan, to be implemented not later than July 1, 2017 2018, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of ~~physically restraining of a or secluding a~~ physical restraint or seclusion of a student, including, but not limited to:
 - a. Verbal defusing or de-escalating;
 - b. Prevention strategies;

Students

Use of Physical Force

Physical Restraint/Seclusion

VI. Training of School Employees (continued)

- c. Various types of physical restraint and seclusion;
- d. The differences between life-threatening physical restraint and other varying levels of physical restraint;
- e. The differences between permissible physical restraint and pain compliance techniques;
- f. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student; and
- g. Recording and reporting procedures on the use of physical restraint and seclusion.

VII. Crisis Intervention Teams

Annually, each school shall identify a crisis intervention team. Such team shall consist of ~~school professionals, paraprofessional staff members and administrators~~ any teacher, administrator, school paraprofessional or other school employee designated by the school principal and who has direct contact with students and trained in the use of physical restraint and seclusion.

The Crisis Intervention Team will respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion annually. The Board shall maintain a list of the members of the crisis intervention team for each school.

This policy and procedures is available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

VIII. Documentation and Communication

- A. After each incident of physical restraint or seclusion, and no later than the school day following the incident, a school employee must complete the standardized incident report form developed by the Connecticut State Department of Education for reporting incidents of physical restraint and seclusion. The incident form must be included in the educational file of the person at risk who was physically restrained or secluded. The information documents on the form must include the following:

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(a)

I. Definitions

- A. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- B. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- C. **Expulsion** is defined as an exclusion from school privileges for any student in grades three through twelve, inclusive for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- D. **Removal** is the exclusion of a student for a class period of ninety (90) minutes or less.
- E. **School Days** shall mean days when school is in session for students.
- F. **School-Sponsored Activity** means any activity sponsored, recognized or authorized
- G. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- H. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below. All suspensions pursuant to this Policy shall be in-school suspensions unless during the hearing held pursuant to Section V of this Policy, (1) the administration determines that the student in grades three through twelve, inclusive being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(b)

I. Definitions (continued)

H. Suspension (continued)

(2) the administration determines that an out-of-school suspension is appropriate for such student based on evidence of (A) previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies. An in-school suspension may be served in the school that the student attends, or in any school building under the jurisdiction of the board of education.

A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

I. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

J. In-School Suspension is defined as an exclusion from regular classroom activity for not more than ten consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom. Program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.

In-school suspensions shall be served in the school attended by the student.

II. Scope of the Student Discipline Policy

A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(c)

II. Scope of the Student Discipline Policy (continued)

B. Conduct off School Grounds:

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. §29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistol or revolver, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any BB gun, sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length, or any martial arts weapon as defined below at section VI.B.

III. Actions Leading to Disciplinary Action, Including Removal from Class, Suspension and / or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(d)

**III. Actions Leading to Disciplinary Action, Including Removal from Class,
Suspension and / or Expulsion (continued)**

3. The use of obscene or profane language or gestures.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or 'unloaded, whether functional or not, or any other dangerous object.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages). For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(e)

**III. Actions Leading to Disciplinary Action, Including Removal from Class,
Suspension and / or Expulsion (continued)**

14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
15. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making false bomb threats or other threats to the safety of students, staff members, and / or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized purposes.
26. Possession and/or use of a laser pointer.
27. Hazing.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(f)

III. Actions Leading to Disciplinary Action, Including Removal from Class, Suspension and / or Expulsion (continued)

28. Bullying is defined under Sec. 10-222d. as amended by PA 08-160 as: any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time.
29. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
30. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

IV. Procedures Governing Removal From Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

V. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II and/or Section III of this policy for not more than ten (10) consecutive school days. In such cases, the following procedures shall be followed.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(g)

V. Procedures Governing Suspension (continued)

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which, the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, and considered in the determination of the length of suspensions and/or whether the suspension is an in-school or out-of-school suspension.
3. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
4. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
5. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
6. Notice of the original suspension shall be transmitted by the principal or designee to the Superintendent of Schools or designee by the close of the school day following the commencement of the suspension.
7. The student shall be allowed to complete any class work, including examinations, without penalty, which he or she missed while under suspension.
8. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.
9. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(h)

V. Procedures Governing Suspension (continued)

10. During the period of suspension, the student shall not be permitted to be on school property (except in the case of an in-school suspension), and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to participate in a particular school-sponsored activity.
- B. In cases where the student has previously been suspended, or where such suspension will result in the student's being suspended more than ten (10) times or for fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing. The principal or designee shall report the student to the Superintendent or designee and request a formal hearing.
- C. A student in grades PK through two, inclusive, may be given an out-of-school suspension if the administration determines that such suspension is appropriate based on a determination by the administration that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

VI. Procedures Governing Expulsion Recommendation

The Board of Education may expel any student, grades three through twelve, inclusive, for one or more of the reasons stated in Sections II and III.

- A. A principal may consider recommendation of expulsion of a student in grades three through twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at sections II and/or III, above.
- B. A principal must recommend expulsion proceedings in all cases against any student in grades PK through twelve, inclusive, whom the administration has reason to believe:
 1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. §921 as amended from time to time; or

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(i)

VI. Procedures Governing Expulsion Recommendation (continued)

2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
 3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.
 4. for the definition of firearm, deadly weapon, dangerous instrument and martial arts weapon, see policy 5131.7.
- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to an impartial hearing officer to hear and decide the expulsion matter.

VII. Procedures Governing Expulsion Hearing

A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. Hearing Panel:

The Superintendent is hereby authorized to retain a hearing officer to conduct the hearing.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(j)

VII. Procedures Governing Expulsion Hearing (continued)

C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, and location of the hearing.
 - b. A short, plain description of the conduct alleged by the administration.
 - c. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student's sole opportunity to present such evidence.
 - d. The student may cross-examine witnesses called by the administration.
 - e. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
 - f. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language or is handicapped.
 - g. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(k)

VII. Procedures Governing Expulsion Hearing (continued)

D. Hearing Procedures (continued)

1. The hearing will be conducted by a hearing officer, who will call the meeting to order, introduce the parties, and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of
3. Formal rules of evidence will not be followed. The hearing officer has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The hearing officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two parts. In the first part of the hearing, the hearing officer will receive and consider evidence regarding the conduct alleged by the administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel and by the hearing officer.
7. After the administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the hearing officer. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the hearing officer. Concluding statements will be made by the administration and then by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the hearing officer must determine whether the student committed the offense(s) as alleged by the Superintendent.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(l)

VII. Procedures Governing Expulsion Hearing (continued)

D. Hearing Procedures (continued)

9. If the hearing officer determines that the student has committed the conduct as alleged, then the hearing officer shall proceed with the second portion of the hearing, during which the hearing officer will receive and consider evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the hearing officer may review the student's attendance, academic and past disciplinary records. The hearing officer may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the hearing officer is considering length and conditions of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrative staff presented evidence in support of the allegations against the student, such administrative staff shall not be present during the deliberations of the hearing officer either on questions of evidence or on the final length and conditions of expulsion to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the hearing officer as to the appropriate length and conditions of expulsion to be imposed.
13. The hearing officer shall make findings as to the truth of the allegations, if the student has denied them, and, in all cases, the length and conditions of expulsion, if any, to be imposed. The hearing officer shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the length and conditions of expulsion to be imposed. Said decision shall be based solely on evidence presented at the hearing.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(m)

VII. Procedures Governing Expulsion Hearing (continued)

E. Expulsion Notice

The parents or guardian or any minor student who has been expelled shall be given notice of such length and conditions of expulsion within twenty-four (24) hours of the time of the institution of the period of the expulsion.

F. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to participate in a particular school-sponsored activity.

VIII. Board Policy Regarding Mandatory Expulsions

In keeping with Conn. Gen. Stat. §10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for: the conduct described in Section VI(B)(1), (2) and (3) of this policy. The hearing officer may modify the term of expulsion on a case-by-case basis.

IX. Alternative Educational Programs for Expelled Students

A. Students under sixteen (16) years of age:

Whenever a student under sixteen years of age is expelled, any such student shall be offered an alternative educational program.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(n)

IX. Alternative Educational Programs for Expelled Students (continued)

B. Students sixteen (16) to eighteen (18) years of age:

The Board of Education will provide an alternative education to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, acting through the Superintendent, except as follows: The Board of Education is not required to offer an alternative program to any student between the ages of sixteen, and eighteen who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

C. Students eighteen (18) years of age or older:

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

D. Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA")

Notwithstanding Sections IX.A. through C. above, if an expelled student has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the expelled student shall be offered an alternative educational program in accordance with the requirements of IDEA, as it may be amended from time to time.

X. Notice of Student Expulsion on Cumulative Record

If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a District specified program and/or met other conditions required by the District, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the District so chooses, at the time the student completes the District specified program and meets any other conditions required by the District.

Students

SUSPENSION AND EXPULSION / DUE PROCESS (continued)

5114(o)

XI. Change of Residence During Expulsion Proceedings

A. Student moving into the school district:

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the out of district expulsion hearing unless an emergency exists, as defined above. The hearing officer shall have the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the hearing officer may adopt the decision of the student expulsion hearing conducted by such other school district. The hearing officer shall make its determination based upon a hearing held by the hearing officer, which shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the hearing officer, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the hearing officer shall complete the expulsion hearing and render a decision. If the hearing officer subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. Suspension of students who are eligible for services under IDEA:

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA (a "student with a disability") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

Students

SUSPENSION AND EXPULSION / DUE PROCESS (continued)

5114(p)

**XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”)
(continued)**

2. During the period of suspension, the school district is not required to provide any educational services to the student with a disability beyond that which is provided to all students suspended by the school district.

B. Expulsion and Suspensions that Constitute Changes in Placement for Students with Disabilities:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student with a disability who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. The school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student’s IEP team shall consider whether the student’s disability caused or had a direct and substantial relationship to the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, and whether the behavior was a direct result of the failure to implement the student’s IEP in order to determine whether the student’s behavior was a manifestation of his/her disability.
3. If the IEP team finds that the behavior was a manifestation of the student’s disability, the administration shall not proceed with the recommendation for expulsion. The IEP team shall consider the student’s misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.

Students

SUSPENSION AND EXPULSION / DUE PROCESS (continued)

5114(q)

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”) (continued)

4. If the IEP team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.

C. Transfer of Students with Disabilities for Certain Offenses

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity.
3. Has inflicted serious bodily injury on another person at school, on school grounds or at a school sponsored activity.

As used in this subsection XII.C., the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length. The term “serious bodily injury” means bodily injury which involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

Students

SUSPENSION AND EXPULSION / DUE PROCESS

5114(r)

XIII. Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973 (continued)

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a “Student with Disabilities under 504”) who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior is a manifestation of the student’s disability, the administration shall not proceed with the recommended expulsion. The 504 team shall consider the student’s misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommended expulsion.

XIV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests and may condition readmission on specified criteria.

XV. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

Students

SUSPENSION AND EXPULSION / DUE PROCESS (continued)

5114(s)

XVI. Compliance with Reporting Requirements

- A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- B. If a student is expelled for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- C. If a student is expelled for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. §53a-3, the violation shall be reported to the local police.
- D. No later than August 31st, the Superintendent shall, in Executive Session, provide the Board with a summary of any recommendation of expulsion and any expulsion hearings from the prior fiscal year ending June 30th. The summary shall include conduct alleged by the administration, the findings of the hearing officer and the length and conditions of expulsion imposed, if any.

Legal Reference: Connecticut General Statutes

4-177 through 4-180 Contested cases. Notice. Record.

10-233a through 10-233e Suspension and expulsion of students, as amended.

10-233f as amended by PA 07-66 and PA 08-160 In-school suspension of students.

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

Federal law:

Honig v. Doe 484 U.S. 305 (1988)

Individuals with Disabilities Act, 20 U.S.C. 1400 as amended by the Individuals with Disabilities Education Act Amendments of 1997, Pub. L. 105-17.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

8 U.S.C. §921 (definition of “firearm”)

18 U.S.C. §930(g)(2) (definition of “dangerous weapon”)

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. §715 1)

Adopted 11/9/2010

Revised and Adopted 5/15/2013

Revised and Adopted 9/23/2014

Revised and Adopted 5/17/2016

Community Relations

COMMUNITY USE OF SCHOOL FACILITIES

1330

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

School buildings and grounds shall be open for use by the public subject to such regulations as shall from time to time be established by the administration. The Reservation Office, 255-8374, may be contacted for a copy of the current regulations.

Such use shall not interfere with the educational program of the school, and representatives of the public using the school property shall ensure its reasonable use.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes
 PA 97-290 An Act Enhancing Educational Choices and Opportunities

CREF Policy 3515

Adopted 8/27/2004

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

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The use of all school facilities and grounds must be confirmed in writing by the Reservation Office, located at Central Office, at least seven (7) days in advance of the event. The Superintendent or designee retains the right to refuse the use of facilities when it is deemed not in the best interest of the school district.

SECTION I

Application to Reserve Use of School Facilities

- **When to Apply:** Minimum of seven (7) days in advance. No exceptions will be made.
- **Where to Apply:** <http://www.fairfieldschools.org/reservations.htm>
- **Insurance:** A certificate of insurance must be provided for events that require insurance (as soon as you submit your request). Fax your Certificate of Liability Insurance to the Reservation Coordinator @ 203-255-8249 or mail it to Fairfield Public Schools, 501 Kings Highway East, Fairfield, CT 06825, Attention: Reservation Coordinator as soon as you submit your request. **Your reservation will NOT be confirmed unless the certificate of insurance is on file with the reservation coordinator within 72 hours of your request.**
- **Deposit:** You must submit 50% of the rental fee to the Reservation Coordinator as soon as you submit your request. You may drop it off or mail it to Fairfield Public Schools, 501 Kings Highway East, Fairfield, CT 06825, Attention: Reservation Coordinator as soon as you submit your request. **Fifty percent (50%) of the rental fee must be received within 72 hours of your request or your reservation will not be confirmed.**

Scheduled Use of School Facilities

When space is available, and school operations are not affected, the scheduled use of Fairfield Public Schools facilities may be made available to the organizations listed below in priority order.

1. Programs sponsored by the Fairfield Public Schools including Board of Education meetings, adult education, summer programs, and PTA events;
2. Programs sanctioned by the school district to provide before and after school day care for Fairfield students;
3. Town bodies such as RTM, Board of Finance, and Board of Selectmen;

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

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Scheduled Use of School Facilities (continued)

4. Recreation Department programs, including Fairfield Boy Scouts and Girl Scouts; Police Athletic League;
5. Recreation Department summer programs;
6. Fairfield YMCA summer programs;
7. Programs sponsored by Fairfield residents;
8. Programs of Fairfield based not-for-profit organizations;
9. Summer programs (for-profit) managed by Fairfield Public School teachers with 100% Fairfield residents as participants, but not sponsored by Fairfield Public Schools with prior written approval by the Central Office Administration;
10. Programs of non-Fairfield based not-for-profit organizations with prior written approval by the Central Office Administration, as space is available, may reserve space no more than sixty (60) days in advance.

Payments

Checks are to be made payable to the Fairfield Public Schools and mailed to P.O. Box 320189, Fairfield, CT 06825. Bills will be rendered within thirty (30) days of the activity and payment is due immediately upon receipt of the bill. Organizations owing money to the Fairfield Public Schools for previous school building use are not eligible for future school building use until all their outstanding invoices are resolved.

Cancellations

The public school program has first priority in the use of facilities. In the event that a conflict should develop, the Fairfield Public Schools reserves the right and will make every effort to cancel the reservations at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty no less than seven (7) business days prior to the event. All costs incurred through tardy cancellation notification must be paid by the renting organization.

Auditoriums

Auditorium approval is site specific. Due to the frequent use of school auditoriums by the Fairfield Public Schools, the Reservations Office must obtain clearance from multiple departments such as music and drama and/or the school administration before approval.

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES (continued)

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Stage Scenery / Equipment

Stage scenery may be left overnight by making arrangements with the custodian. The Renter shall assume full responsibility. All of the scenery must be stored at rear of backdrop or wings. When available, microphone, overhead projector or similar equipment may be provided if requested in advance. Stage, sound controls, spot lighting or other electrical equipment require the services of a Board of Education technician or approved vendor as determined by the Superintendent or designee. A fee will be assessed for these services. Please see section IV, personnel rates.

On-Site Personnel

It is required that a person designated by the Fairfield Public Schools as responsible for the building be on site at all times during building use. This individual is responsible for the opening and security of the building, turning the lights, electricity, heat, and air conditioning on and off, providing access to items such as microphones, washroom facilities, etc., and shall remain available to respond to emergencies in which the building is involved. You may be charged 30 minutes before your event and a minimum of 30 minutes after your event for custodial overtime.

Restrictions and Prohibitions

- Illegal substances are prohibited.
- Smoking is prohibited.
- Alcoholic beverages are prohibited.
- Private parties are prohibited.
- Private professional services are prohibited.
- Events that present a major risk will not be permitted e.g., martial arts, live animals, contact sports, (wrestling, boxing, etc.) except when a bona fide part of the school curriculum.
- Individuals, organizations, or events whose activities are of a subversive nature, engender racial or religious prejudices, or are inimical to democracy will not be permitted.
- Non-Fairfield for profit businesses and organizations will not be permitted.

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES (continued)

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Supervision

Usage must be strictly limited to the activity and space listed in the application. Adult supervision is required throughout all youth programs by the Renter or their designee. If the Renter is not in attendance at each function, a designee must be assigned to supervise. (Minimum standard is one adult per thirty (30) children.) The Renter must be at least twenty-one (21) years of age and a bona-fide resident of the Town of Fairfield.

Liability Insurance Requirements

Organizations or persons renting facilities from the Board of Education will be required to provide the following minimum insurance containing the language described below in items #1 and #2.

1. Commercial General Liability: One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability, and Broad Form Property Damage Coverage.

The following provisions must apply:

- the Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as **Additional Insured**. The coverage shall contain no special limitations on the scope of protection afforded to the Town of Fairfield;
 - the outside group shall assume any and all deductibles in the described insurance policies; and
 - the outside group's insurer shall have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage.
2. A Separate Policy for and in the Name of the Town of Fairfield and Fairfield Board of Education: The Town of Fairfield requires that a separate policy be purchased for and in the name of the Town to cover the specific event. The limit of this policy shall be one million dollars (\$1,000,000) and include general liability and product / completed operations liability.

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

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Liability Insurance Requirements (continued)

In addition to the provisions set forth in items #1 and #2, the following may also be required:

- an umbrella policy providing additional limits depending on the nature of the event; and/or
- if the organization will be using any outside vendors at the event, certificates of insurance conforming to the above will be required from the vendor as well as the Renter.

Non-Interference

The Renter's operation shall not interfere in any manner with the school's use or maintenance of the facility or infringe upon the normal method of operation. The Renter agrees that a determination by the Superintendent of the Fairfield Public Schools (or appropriate designee) will be accepted as final in evaluating activities which infringe on the rights of others and that the Renter will fully comply with any decisions in this matter. In addition, the Renter shall make every effort to ensure that all school equipment and facilities are maintained in the condition in which they were issued.

Damages

Renters of school facilities must assume full responsibility for any damage to the property or loss of equipment.

Properties

Schools will not be responsible for damage or theft of Renter's properties left unsupervised on the premises.

Waiver

If it's determined that any of the previous regulations are not applicable to a particular function, it will be at the discretion of the Superintendent of the Fairfield Public Schools or the Superintendent's designee to waive said regulations.

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES (continued)

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SECTION II

Custodial Services

Custodians must open and close buildings and be present for the duration of an activity. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the administration will determine the number of extra custodians required, and duration of their work.

There is a three (3) hour minimum charge on weekends and holidays. You may be charged 30 minutes before your event and a minimum of 30 minutes after your event for custodial overtime. Cancellation requires a minimum of four (4) hours notice or custodial fees will be charged.

Additional custodial service for any special arrangements such as additional chairs, desks, and equipment or any function / event serving food is required. An additional custodian is required on site at the elementary and middle schools if one hundred fifty (150) attendees are anticipated and/or three (3) separate rental activities take place at one time. At the high schools, an additional custodian is required on site if three hundred (300) attendees are anticipated and/or three (3) separate rental activities take place at the same time. At all levels, an additional custodian is required for every one hundred fifty (150) anticipated attendees in addition to the above. The administration will determine the personnel needs.

Kitchen Use

Arrangements for cafeteria workers and use of kitchen facilities and/or equipment must be made through the district's Food Services Office and are available only during the school calendar year. Reservations can be made by calling 255-8370. **A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED.** A fee will be assessed for these services. Please see personnel rates on page 7.

Fire Protection

On-site uniformed Fire Department personnel are required for events and will be determined by the Fire Department. Basic guidelines:

- over five hundred (500) persons attending = one (1) Firefighter;
- over one thousand (1,000) persons attending = two (2) Firefighters;
- for every two hundred fifty (250) persons over one thousand (1,000) attending = one (1) additional Firefighter; and
- final determination is made by the Fire Marshall's Office based on the nature of the event.

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

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Fire Protection (continued)

The Renter will contact the Fire Department. In the event of a cancellation, the Renter must cancel by calling the Fire Marshall's Office at 254-4720 or be responsible for payment to the Fire Department. The use of any open flame, smoke producing, or pyrotechnic device or effect is NOT allowed except by special permit. Inquiry must be made to the Fire Marshall's Office well in advance of the event date.

Any arrangement of seating or performing areas other than the usual fixed facilities must be reviewed by the Fire Marshall's Office for conformance to safety regulations.

Police Presence

On site uniformed Police Department personnel may be required for events and will be determined by the Police Department.

The Reservations Office will advise prospective renters regarding the possible necessity of police presence. The Renter must make arrangements with the Police Department by calling 254-4830 when the anticipated crowd necessitates police security. In the event of cancellation, the Renter must cancel by calling the Police Department's Office at the above referenced number or be responsible for payment.

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES (continued)

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SECTION III

Rental Classification and Rates are per day or per hour as noted. Fairfield Not-for-Profit organizations using the same facility for the same use multiple times within a fiscal year will be capped at \$10,000.00 per fiscal year.

SCHOOL	AREA	I Fairfield Not-for-Profit	II Fairfield Profit; Out-of-Town Not-for-Profit
		Hourly	Daily
Central Office	Board Room	\$ 50/hr.	\$1,000
Elementary	Cafeteria / APR	\$ 25/hr.	\$ 500
	Gymnasium	\$ 25/hr.	\$ 500
	Single Classroom*	\$ 20/hr.	\$ 400
	Grounds	\$ 25/hr.	\$ 500
Middle	Auditorium**	\$100/hr.	\$2,500
	Cafeteria	\$ 35/hr.	\$1,000
	Gymnasium	\$ 35/hr.	\$1,000
	Single Classroom*	\$ 20/hr.	\$ 400
	Grounds	\$ 25/hr.	\$ 500
High	Auditorium**	\$100/hr.	\$2,500
	Cafeteria	\$ 35/hr.	\$1,500
	Gymnasium	\$ 35/hr.	\$1,000
	Faculty Dining Room	\$ 15/hr.	\$ 300
	Single Classroom*	\$ 20/hr.	\$ 400
	Grounds	\$ 50/hr.	\$1,000
	Turf Field	\$ 75/hr.	\$ 150/hr.
	*set-up fees \$100 per day per room		
	** Auditorium approval is site specific		

Faculty members renting the facilities for profit making programs that enhance the education of Fairfield students will be charged \$100.00 per hour for indoor use and \$150.00 per hour for use of the turf field.

School sponsored activities, PTAs, scouting groups, before and after school site specific day care centers, elected or appointed Town Boards, Committees and Commissions will not be assessed rental fees. Personnel fees may apply (see section IV, personnel rates).

Bona fide Community Groups and Fairfield Not-for-Profit 501(c)(3) organizations as identified by the First Selectman's Office will not be charged a rental fee. Personnel fees may apply (see section IV, personnel rates).

Fairfield Not-for-Profit 501(c)(3) organizations that are not identified by the First Selectman's Office will be charged a fee as per Column I. A copy of the 501(c)(3) letter must be attached to the application. Personnel fees may apply (see section IV, personnel rates).

Profit-making Fairfield organizations and Out-of-Town Not for Profit organizations will be charged a fee as per Column II. Personnel fees may apply. Personnel fees may apply (see section IV, personnel rates).

Community Relations

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES (continued)

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Section IV

Personnel Rates

Custodial Services / Grounds Crew

Custodial fees may apply. These fees will be \$40 per hour Monday through Friday during normal working hours which are 6:00 a.m. to 11:00 p.m. and \$65 per hour on weekends and Holidays.

All organizations will be subject to custodial fees after 11 p.m. weekdays, on weekends and Holidays except Board of Education Organizations, Continuing Education and Town Boards Commissions and Organizations.

Cafeteria Workers

Approximate rate is \$39.00 per hour except for Sundays and holidays when the approximate rate is \$52.00 per hour. There is a three (3) hour minimum charge. Prices do not include the cost of food.

Fire Protection

The rate is \$75.00 per hour. There is a three (3) hour minimum on Mondays - Thursdays and a four (4) hour minimum on Saturdays, Sundays, and holidays.

Police Presence

The rate is \$57.00 per hour. There is a four (4) hour minimum required.

Technical Assistant

Computer, sound controls, electrical and lighting technicians may be available upon request. Fees to be determined.

Revised 8/29/2006

Revised 1/17/2007

Revised 4/4/2007

Revised 6/13/2007

Revised 7/8/2009

Revised 7/1/2010

Revised 7/1/2011

Revised 9/12/2012

Revised 3/20/2014