

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, February 8, 2016

4:30 p.m.

501 Kings Highway East
Superintendent's Conference Room

Agenda

- I. Call to Order
- II. Approval of January 25, 2015 Meeting Minutes
- III. Policy
 - Policy #1410 Recommended for deletion, Identical to Policy #5541 (Recodify to 5145.15)
 - Policy #5127 Recommended for deletion, Identical to Policy #6550 (Recodify to 6141.312)
 - Policy #1145 Recommended for deletion, Identical to Policy #6416 (Recodify to 6141.322)
 - Policy #1140 Recommended for deletion, Identical to Policy #6555 (Recodify to 6145.3)
 - Policy #1470 Recommended for deletion, Identical to Policy #6421 (Recodify to 6162.51)
 - Policy #0120 and Policy #5550 Recommended for deletion, Identical to Policy #6213 (Recodify to #6161.3)
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted; February 22, March 7, March 28, April 18, May 2, May 9, May 23, June 13, August 29, September 12, September 26, October 10, November 7, December 5, 2016.*

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

Monday, January 25, 2016

4:30 p.m.

501 Kings Highway East
Superintendent's Conference Room

DRAFT Minutes

- I. Call to Order – The meeting was called to order by the Chair, Jennifer Maxon-Kennelly at 4:30 p.m. Other committee members in attendance were Donna Karnal and Anthony Calabrese with Karen Parks representing the administration and Joanne Ryan, Supervisor of Nursing for the Town of Fairfield.
- II. Approval of January 4, 2015 Meeting Minutes – Approved 3:0:0
- III. Policy
 - Policy #5515 Students – Administration of Emergency Medications by Non-nursing Personnel, Recommended for deletion based on Policy 5514
Joanne Ryan explained that this policy was in place for students who may go into anaphylactic shock who have not been diagnosed with a previous problem and know as the Good Samaritan Policy. The new legislation and the revision of Policy #5515 both require training of non-nursing staff to administer medication to these same students, which eliminates the need for Policy #5514. Joanne reminded the committee members that this was discussed when Policy #5514 was last reviewed. The committee moved Policy #5514 to the Board Agenda for the January 28 meeting for the purpose of deletion.
Vote: 3:0:0
 - Policy #6010 Recommended for deletion, Identical to Policy #0000
Moved to Board Agenda, February 16, 2016, for the purpose of a first read for deletion.
Vote: 3:0:0
 - Policy #5340 Recommended for deletion, Identical to Policy #3241 (Recodify to 3250)
Moved to Board Agenda, February 16, 2016, for the purpose of a first read for deletion.
Vote: 3:0:0

- Policy #3530 and Policy #4240 Recommended for deletion, Identical to Policy #4235 (Recodify to 4118.4/4218.4)
Moved to Board Agenda, February 16, 2016, for the purpose of a first read for deletion.
Vote: 3:0:0
- Policy #3540 Recommended for deletion, Identical to Policy #4245 (Recodify to 4118.6/4218.6)
Moved to Board Agenda, February 16, 2016, for the purpose of a first read for deletion.
Vote: 3:0:0
- Policy #3520 Recommended for deletion, Identical to Policy #4250 (Recodify to #4146/4246)
Moved to Board Agenda, February 16, 2016, for the purpose of a first read for deletion.
Vote: 3:0:0

IV. Open Discussion/Public Comment - None

V. Adjournment – 5:45 p.m.

VI. Future Items

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted; **February 8**, February 22, March 7, March 28, April 18, May 2, May 9, May 23, June 13, August 29, September 12, September 26, October 10, November 7, December 5, 2016.*

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*Deliti Policy based on CBE
recommendation; identical to
P#5541 and 1410 misplaid in
manual*

Community Relations

**ACTIVITIES INVOLVING RELATIONS
BETWEEN PUBLIC AND STUDENTS**

1400

DIRECTORY INFORMATION

1410

“Directory Information” in the Fairfield Public Schools is defined as the following:

- student’s name;
- address; and
- telephone number.

Military recruiters or institutions of higher learning shall have access to secondary school students’ names, addresses, and telephone listings unless the parent or guardian of the student or the student himself (if he has reached the age of maturity) requests that such information not be released without prior written consent. The Superintendent or designee shall annually notify the parent or guardian of the option to make such a request and shall comply with any request received.

Legal Reference: Connecticut General Statutes
1-210 (11) Access to public records. Exempt records.
10-221b Boards of education to establish written uniform policy re
treatment of recruiters
PL 106-398, 2000 H.R. 4205: The National Defense Authorization Act for
Fiscal Year 2001
PL 107-110 “No Child Left Behind Act” Title IX, Sec. 9528

CREF 5541

Approved 8/27/04

Students

Previously 5540

Welfare

CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES

5145.15

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Fiscal Year 2001
PL 107-110 “No Child Left Behind Act” Title IX, Sec. 9528

Adopted 8/27/2004

*Recommended for deletion by CAGE;
wrong placement and identical
to Policy #6550*

Students

Attendance

MIGRANT STUDENTS

5127

The Superintendent or designee shall develop and implement a program to address the needs of migrant children in the district.

This program will include a means to:

- Identify migrant students and assess their educational and related health and social needs.
- Provide enrollment for migrant students based on their residence.
- Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
- Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
- Provide advocacy and outreach programs to migrant children and their families and professional development for district staff.
- Provide the parent or guardian an opportunity for meaningful participation in the program.

Education Program for Parent or Guardian of Migrant Students

Parents or guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the program for their children.

Parents or guardians of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 USC §6391
et seq., 34 CFR §200.40-200.45

CREF 6550

Approved 8/27/04

Instruction

Curriculum Extensions

Previously 6550

MIGRANT STUDENTS

6141.312

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34 CFR §200.40-200.45

Adopted 8/27/04

*CABE recommended for deletion;
identical to 6416 and wrong
placement in manual*

Community Relations

Communication with the Public

WEB SITE AND HOME PAGE DEVELOPMENT

1145

The Fairfield Board of Education recognizes the value of establishing a World Wide Web presence for the Fairfield Public Schools. Such a site provides for improved communication with parents or guardians and residents of Fairfield and with others who are interested in obtaining general information about our schools, curriculum and programs of study, policies and procedures, school events, and the like. However, the Board also recognizes that the information provided on this site must be responsibly developed, as are other school publications. Therefore, all information or material posted on the school district web site must be professional and ethical, and must meet the standards required of other school district publications. The content of a page must be approved by school district administration and will also be subject to a technical review to ensure that the author(s) have complied with electronic publishing standards. All pages must conform to Board policies and administrative regulations regarding acceptable use, instructional resources, and collection development, and should be displayable and readable with standard web browser software.

All World Wide Web information directly related to the Fairfield Public Schools, its schools, its departments, and its programs will be stored on and served to the web utilizing the district approved Internet provider service and/or designated HTTP server.

The administration will develop administrative regulations to carry out this policy.

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records
 10-15b Access of parent or guardian to student's records
 10-209 Records not to be public
 11-8a Retention, destruction, and transfer of documents
 11-8b Transfer or disposal of public records. State library board to
 adopt regulations
 46b-56(e) Access to records of minors
 Connecticut Public Records Administration Schedule V- Disposition of
 Education Records revised 1983
 Federal Family Educational Rights and Privacy Act of 1974
 (section 438 of the General Education Provisions Act, as
 amended, added by section 513 of PL 93-568, codified at 20
 USC 1232g)

Community Relations

Communication With the Public

WEB SITE AND HOME PAGE DEVELOPMENT (continued)

1145

Legal Reference: Dept of Education 34 CFR part 99 (May 9, 1980 45 FR 30802)
(continued) regs implementing FERPA enacted as part of 438 of
General Education Provisions Act (20 USC 1232g) parent and
student privacy and other rights with respect to educational records,
as amended 11/21/96
PL 94-553, The Copyright Act of 1976, 17 USC 101 et seq.

CREF 6416

Approved 8/27/04

Instruction

Instructional Resources

Previously 6416

Equipment, Books, and Materials

WEB SITE AND HOME PAGE DEVELOPMENT

6141.322

The Fairfield Board of Education recognizes the value of establishing a World Wide Web presence for the Fairfield Public Schools. Such a site provides for improved communication with parents or guardians and residents of Fairfield and with others who are interested in obtaining general information about our schools, curriculum and programs of study, policies and procedures, school events, and the like. However, the Board also recognizes that the information provided on this site must be responsibly developed, as are other school publications. Therefore, all information or material posted on the school district web site must be professional and ethical, and must meet the standards required of other school district publications. The content of a page must be approved by school district administration and will also be subject to a technical review to ensure that the author(s) have complied with electronic publishing standards. All pages must conform to Board policies and administrative regulations regarding acceptable use, instructional resources, and collection development, and should be displayable and readable with standard web browser software.

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Instruction

Instructional Resources

Equipment, Books, and Materials

WEB SITE AND HOME PAGE DEVELOPMENT (continued)

6141.322

Legal Reference: Dept of Education 34 CFR part 99 (May 9, 1980 45 FR 30802)
(continued) regs implementing FERPA enacted as part of 438 of
General Education Provisions Act (20 USC 1232g) parent and
student privacy and other rights with respect to educational records,
as amended 11/21/96
PL 94-553, The Copyright Act of 1976, 17 USC 101 et seq.

Adopted 8/27/04

*CABE recommended for deletion;
identical to Policy #6555 and
inappropriately placed in 1000-Comm. Relations*

Community Relations

Communication With the Public

PRINTED MATERIAL TO STUDENTS TO TAKE HOME

1140

The building administrator has the responsibility to review and approve or disapprove printed material proposed for distribution to students to take home if the material pertains only to that single site. The Superintendent will designate a district-level staff member to review and approve or disapprove printed material proposed for distribution to students to take home if the material is intended for more than one (1) site.

Printed material distributed to students to take home shall involve only activities or opportunities provided or sponsored by a non-profit / not-for-profit entity, organization, or governmental agency. The name of the non-profit / not-for-profit organization or governmental agency must be clearly stated on the printed material along with the organizations or agency's telephone number for inquiries. All material to be taken home by students shall extend the curriculum of the Fairfield Public Schools or broaden the cultural life of students.

The reproduction of approved material(s) is the responsibility of the sponsoring group.

Commercial material, advertisements, or material generated by an individual that is not sponsored by a non-profit / not-for-profit entity, organization, or governmental agency shall not be distributed via the students.

Legal Reference: Connecticut General Statutes 9-369b Explanatory text relating to local questions

CREF 6555

Approved 8/27/04

Instruction

Curriculum Extensions

Previously 6555

PRINTED MATERIAL FOR STUDENTS TO TAKE HOME

6145.3

The building administrator has the responsibility to review and approve or disapprove printed and electronic material proposed for distribution to students to take home or to be e-mailed or posted on a website if the material pertains only to that single site. The Superintendent shall designate a district-level staff member to review and approve or disapprove printed and electronic material proposed for distribution to students to take home if the material is intended for more than one (1) site.

Printed and electronic or to be e-mailed or posted material distributed to students to take home or to be e-mailed or posted shall involve only activities or opportunities provided or sponsored by a non-profit/not-for-profit entity, organization, or governmental agency. The name of the non-profit/not-for-profit organization or governmental agency must be specifically defined and clearly printed on the material for distribution along with the organization's or agency's telephone number for inquiries. In addition, the words "Not for Profit" must be clearly stated on the material for distribution. All material to be taken home by students or e-mailed or posted shall extend the curriculum of the Fairfield Public Schools or broaden the cultural life of students.

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Legal Reference: Connecticut General Statutes 9-369b Explanatory text relating to local questions

Adopted 8/27/04

Revised and Adopted 1/22/08

*CABE recommends for deletion;
identical to Policy 6421 and
inappropriately placed in 1000 section -
Community Relations*

Community Relations

Activities Involving Relations Between Public and Students

SURVEYS OF STUDENTS

1470

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements of Policy 5535 Research Involving Students. Parents or guardians shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation.

Any survey that includes references to any of the factors listed below must receive Board of Education approval prior to being administered. In addition, no student may, without parental or custodial consent, take part in a survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
- religious practices, affiliations, or beliefs of the student or the student's parent or guardian.

Community Relations

Activities Involving Relations Between Public and Students

SURVEYS OF STUDENTS (continued)

1470

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.

Parents or guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student.

Survey results must be shared with all parties who request such information.

Parents, guardians or students eighteen (18) or older, have the right to opt the student out of participation in the collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This opt-out notification must be provided by the parent or guardian in writing.

Parents or guardians shall be notified of this policy at the beginning of the school year and when enrolling students for the first time in district schools.

CREF 6421

Approved 8/27/04

Instruction

Instructional Resources

INSTRUCTIONAL RESOURCES FOR TEACHERS

Previously 6421

SURVEYS OF STUDENTS

6162.51

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

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- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
- religious practices, affiliations, or beliefs of the student or the student's parent or guardian.

Instruction

Instructional Resources

Instructional Resources for Teachers

SURVEYS OF STUDENTS (continued)

6162.51

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Adopted 8/27/04

*Recommended for Deletion by CAGE;
identical to 5550 and mispland
in manual*

Missions, Goals, Objectives

EQUIVALENCE OF RESOURCES AMONG THE SCHOOLS

0120

It is the policy of the Fairfield Board of Education to ensure equivalence among schools in teachers, administrators, and other staff, and in the provision of curriculum materials and instructional supplies.

CREF 5550 and 6213

Approved 8/27/04

*Recommended for deletion by CABE;
identical to policies 0120 and 6213
and misplaced in student section of
manual*

Students

Welfare

EQUIVALENCE OF RESOURCES AMONG THE SCHOOLS

5550

It is the policy of the Fairfield Board of Education to ensure equivalence among schools in teachers, administrators, and other staff, and in the provision of curriculum materials and instructional supplies.

CREF 0120 and 6213

Approved 8/27/04

Instruction

Previously 6213

Curriculum

EQUIVALENCE OF RESOURCES AMONG THE SCHOOLS

6161.3

It is the policy of the Fairfield Board of Education to ensure equivalence among schools in teachers, administrators, and other staff, and in the provision of curriculum materials and instructional supplies.

Adopted 8/27/04