

FAIRFIELD PUBLIC SCHOOLS

8-24-2021, 8:00 PM

Special Meeting Agenda

501 Kings Highway East, CO Board Room for BoE

The public is invited to attend via WebEx Meeting Number

MEMBERS OF THE PUBLIC:

In light of COVID: The Town will be conducting this meeting in a hybrid format. Limited in-person and remote access will be possible.

To participate in-person:

Thirty seats will be reserved for public seating. Seating will be available on a first come, first served basis.

1. To adhere to social distancing protocols, standing will not be allowed.
2. **Masks will be required for all attendees regardless of vaccination status.**

To participate remotely, the best way to access the meeting is to listen to:

1. [FPS You Tube Channel](#); or
2. FairTV's cable channel (78 for Cablevision), or FairTV's YouTube [Education Channel](#); or
3. Call **408-418-9388**, and use Meeting Number (access code): **179 608 9593**

Please Note:

- ✓ Callers will be on mute and will not be heard by Board members.
- ✓ Limited live call-in Public Comment takes place at the beginning of the meeting (agenda item #3). Sign in [here](#) to pre-register and you will be un-muted when it is your turn to speak.
- ✓ The public is encouraged to send comments **on voting items only** before or after the meeting by filling out a [public comment form](#) or sending an email to publiccomment@fairfieldschools.org. As you would in a public meeting, please include your name and home address with your comment. All comments received and verified will be posted to the BOE webpage or added to the minutes from this meeting with your Name and Home Address Only—your email address will be excluded.
- ✓ To view all agendas, minutes and enclosures, please click [here](#).

Board of Education Special Meeting Agenda

August 24, 2021, 8:00pm

1. Call to Order of the Regular Meeting of the Board of Education and Roll Call
2. Pledge of Allegiance
3. Public Comment
(Pre-registration is required to call in for limited live public comment. Please click [here](#) to register your name and telephone number. During the meeting, your registered telephone number will be un-muted when it is your turn to speak. Please note: live public comment is limited to 2 minutes per person, thank you.)
4. Approval of Policies (Public comment will be taken prior to voting)
Recommended **Motion**: "that the Board of Education approve policies:

- Policy : C-19.1 Temporary Policies and Regulations (*Enclosure no. 1*)
- Policy : C-19.2 Health and Safety Regulations (*Enclosure no. 2*)
- Policy : C-19.4 and 3524.2 Green Cleaning Program (*Enclosure no. 3*)
- Policy : C-19.5 and 3515 Community Use of School Facilities (*Enclosure no. 4*)
- Policy : C-19.6 and 1250 Visits to the Schools (*Enclosure no. 5*)
- Policy : C-19.7 and 1212 School Volunteers (*Enclosure no. 6*)
- Policy : C-19.8 and 5113 Attendance/Excuses/Dismissal (*Enclosure no. 7*)
- Policy : C-19.9 and 3541 Transportation (*Enclosure no. 8*)
- Policy : C-19.10 Students with Special Health Care Needs (*Enclosure no. 9*)

5. Deletion of Policies

Recommended Motion: “that the Board of Education Delete policies:”

- Policy : C-19.3 Families First Coronavirus Response Act Leave (*Enclosure no. 10*)
- Policy : C-19.11 School Closing for Emergency Conditions (*Enclosure no. 11*)

6. Approval of the CSDE Authorized Signature Change Form for the Bureau of Health/Nutrition, Family Services and Adult Education, Mr. Cummings (*Enclosure no.12*)

Recommended Motion: “that the Board of Education approve the Signature Change Form for the Bureau of Health/Nutrition, Family Services and Adult Education per the enclosure”

7. Superintendent’s Report

- Update on Soil Testing at Fairfield Woods, Mill Hill, Jennings, Burr and North Stratfield
- Update on Remote Learning Options during Quarantine

8. Adjournment

Recommended Motion: “that this Regular Meeting of the Board of Education adjourn”

** The public is encouraged to send comments **on voting items only** (per BOE By-Law, Article V, Section 6) before or after the meeting by filling out a public comment form or sending an email to publiccomment@fairfieldschools.org. As you would in a public meeting, please include your name and home address with your comment. All comments received and verified will be posted to the BOE webpage or added to the minutes from this meeting with your Name and Home Address Only—your email address will be excluded.*

CALENDAR OF EVENTS

August 31, 2021 Regular Meeting	7:30 PM Regular Meeting	501 Kings Hwy East 2 nd Floor Board Conference Room
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RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements, please contact the office of Special Education, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379.

Fairfield Public Schools
Board of Education
Policy Guide

Series C-19-COVID-19 Policies and Regulations

**TEMPORARY POLICIES AND REGULATIONS
RELATED TO THE COVID-19 PANDEMIC**

C-19.1 (a)

The Fairfield Board of Education (the “Board”) recognizes that the COVID-19 Pandemic (the “COVID-19 Pandemic”) has prompted changes in laws, rules, and guidance affecting Board policy and school district operation, and requiring the Board and the administration of the Fairfield Public Schools (the “Administration”) to implement certain changes consistent with such laws, rules, and guidance. The Board further recognizes that the circumstances surrounding the COVID-19 Pandemic are continually changing, and that the Board and the Administration must be prepared to adapt and evolve as appropriate and/or required. In all circumstances, the Board prioritizes safeguarding the health and safety of students and staff while continuing to educate students in accordance with federal and state law and District policies and expectations.

In light of these circumstances, it is the policy of the Board to provide for temporary amendments to certain existing Board policies and administrative regulations, and to enact or authorize Board policies and administrative regulations on new topics, to the extent appropriate and/or required by applicable laws, rules, and guidance regarding the COVID-19 Pandemic (the “COVID-19 Policies and Regulations”). Such amendments and additions are guided by the need to (1) safeguard the health and safety of students and staff while continuing to educate students in accordance with state law; (2) adhere to all applicable laws, rules, and guidance; and (3) preserve flexibility for the Board and the Administration to account for further changes related to the COVID-19 Pandemic.

All COVID-19 Policies and Regulations shall be identified as such in the header of the Policy or Regulation with an indication that such policy or regulation is part of Series C19 (COVID-19 Policies and Regulations). COVID-19 Policies and Regulations that are amendments to existing policies or regulations shall have the identifier “C19” added after the applicable series number. In addition, all amendments to existing Board policies and administrative regulations shall be identified as such through the use of yellow highlighting and either bolded italicized text (for additions) or strikethrough text (for deletions). All Board policies and administrative regulations on new topics shall be identified as such in the title of the Policy or Regulation with the notation, “(NEW).” To the extent any conflict exists between a COVID-19 Policy and Regulation and an existing Board policy or administrative regulation, the COVID-19 Policy and Regulation shall control during any period in which the COVID-19 Policy and Regulation is in effect.

The COVID-19 Policies and Regulations shall remain in effect up to and including August 24, 2021 unless otherwise noted in the individual policy or unless the Board or the

Series C-19-COVID-19 Policies and Regulations

**TEMPORARY POLICIES AND REGULATIONS
RELATED TO THE COVID-19 PANDEMIC (continued)**

C-19.1 (b)

Administration (as appropriate) shortens or extends the term of any COVID-19 Policy and Regulation through appropriate Board or administrative action. Absent any further Board or administrative action (as appropriate), effective August 25, 2021 the COVID-19 Policies, Regulations, and temporary Amendments shall be repealed automatically.

Legal Reference: Connecticut General Statutes

§ 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow
Together, Connecticut State Department of Education (June 29, 2020)

Temporary Policy Adopted 9/8/2020

Revised and adopted 6/22/21

Series C-19-COVID-19 Policies and Regulations

**TEMPORARY POLICIES AND REGULATIONS
RELATED TO THE COVID-19 PANDEMIC**

C-19.1 (a)

The Fairfield Board of Education (the “Board”) recognizes that the COVID-19 Pandemic (the “COVID-19 Pandemic”) has prompted changes in laws, rules, and guidance affecting Board policy and school district operation, and requiring the Board and the administration of the Fairfield Public Schools (the “Administration”) to implement certain changes consistent with such laws, rules, and guidance. The Board further recognizes that the circumstances surrounding the COVID-19 Pandemic are continually changing, and that the Board and the Administration must be prepared to adapt and evolve as appropriate and/or required. In all circumstances, the Board prioritizes safeguarding the health and safety of students and staff while continuing to educate students in accordance with federal and state law and District policies and expectations.

In light of these circumstances, it is the policy of the Board to provide for temporary amendments to certain existing Board policies and administrative regulations, and to enact or authorize Board policies and administrative regulations on new topics, to the extent appropriate and/or required by applicable laws, rules, and guidance and to consider all applicable laws, rules, regulations, and guidance regarding the COVID-19 Pandemic (the “COVID-19 Policies and Regulations”). Such amendments and additions are guided by the need to (1) safeguard the health and safety of students and staff while continuing to educate students in accordance with state law; (2) adhere to all applicable laws, rules, and guidance; and (3) preserve flexibility for the Board and the Administration to account for further changes related to the COVID-19 Pandemic.

All COVID-19 Policies and Regulations shall be identified as such in the header of the Policy or Regulation with an indication that such policy or regulation is part of Series C19 (COVID-19 Policies and Regulations). COVID-19 Policies and Regulations that are amendments to existing policies or regulations shall have the identifier “C19” added after the applicable series number. In addition, all amendments to existing Board policies and administrative regulations shall be identified as such through the use of yellow highlighting and either bolded italicized text (for additions) or strikethrough text (for deletions). All Board policies and administrative regulations on new topics shall be identified as such in the title of the Policy or Regulation with the notation, “(NEW).” To the extent any conflict exists between a COVID-19 Policy and Regulation and an existing Board policy or administrative regulation, the COVID-19 Policy and Regulation shall control during any period in which the COVID-19 Policy and Regulation is in effect.

Series C-19-COVID-19 Policies and Regulations

**TEMPORARY POLICIES AND REGULATIONS
RELATED TO THE COVID-19 PANDEMIC (continued)**

C-19.1 (b)

The COVID-19 Policies and Regulations shall remain in effect up to and including **September 30, 2021** ~~August 24, 2021~~, unless otherwise noted in the individual policy or unless the Board or the

Administration (as appropriate) shortens or extends the term of any COVID-19 Policy and Regulation through appropriate Board or administrative action. Absent any further Board or administrative action (as appropriate), effective **October 1, 2021** ~~August 25, 2021~~, the COVID-19 Policies, Regulations, and temporary Amendments shall be repealed automatically.

Legal Reference: Connecticut General Statutes

§ 10-221

**Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow
Together, Connecticut State Department of Education (Fall 2021)**

Temporary Policy Adopted 9/8/2020

Revised and Adopted 6/22/21

Revised and Adopted XX/XX/21

Fairfield Public Schools
Board of Education
Policy Guide

Series C-19-COVID-19 Policies and Regulations

**HEALTH AND SAFETY PROTOCOLS
RELATED TO THE COVID-19 PANDEMIC**

C-19.2

The Fairfield Board of Education (the “Board”) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 Pandemic. The Board thus directs the administration of the Fairfield Public Schools (the “Administration”) to develop health and safety protocols consistent with applicable laws, rules, regulations, and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

Legal Reference: Connecticut General Statutes

§ 10-221

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together, Connecticut State Department of Education (Fall 2021)

Temporary Policy Adopted 9/8/2020

Fairfield Public Schools
Board of Education
Policy Guide

Business and Non-Instructional Operations

GREEN CLEANING PROGRAM

3524.2(a)

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Fairfield Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools. This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

It is the policy of the Fairfield Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

Business and Non-Instructional Operations

GREEN CLEANING PROGRAM (continued)

3524.2(b)

Definitions

“Green Cleaning Program” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

“Environmentally Preferable Cleaning Products” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a DAS approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectants, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the DAS or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

Notice Requirements

Annually, starting by October 1, 2010, the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: “No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.”

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy via the Fairfield Public School’s Family Guide.

Business and Non-Instructional Operations

GREEN CLEANING PROGRAM (continued)

3524.2(c)

The Board will also make available on its website a copy of this green cleaning policy.

Biennially, the Board will report to the Commissioner of Education on its green cleaning program, in a manner prescribed by the Commissioner.

(cf. 3524 – Hazardous Materials in Schools)
(cf. 3524.1 – Pesticide Application)
(cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

10-220 Duties of Boards of Education
10-231a through 10-231d. Pesticide applications at schools
22a-46. Short title: Connecticut Pesticide Control Act
P.A. 09-81 An Act Concerning Green Cleaning Products in Schools
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code
136 et seq.

Adopted 10/12/2010

Fairfield Public Schools
Board of Education
Policy Guide

Business and Non-Instructional Operations
Series C-19-COVID-19 Policies and Regulations

GREEN CLEANING PROGRAM

3524.2(a)/ C-19.4(a)

***Temporary amendments have been made to this policy related to the COVID-19 Pandemic.
All temporary revisions appear in highlighted bold italics or strikethrough text.***

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Fairfield Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools. This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

It is the policy of the Fairfield Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

Business and Non-Instructional Operations
Series C-19-COVID-19 Policies and Regulations

GREEN CLEANING PROGRAM (continued)

3524.2(b)/C-19.4(b)

Definitions

“Green Cleaning Program” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

“Environmentally Preferable Cleaning Products” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a DAS approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectants, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the DAS or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

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- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
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- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

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In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy via the Fairfield Public School’s Family Guide.

Business and Non-Instructional Operations
Series C-19-COVID-19 Policies and Regulations

GREEN CLEANING PROGRAM (continued)

3524.2(c)/C-19.4(c)

The Board will also make available on its website a copy of this green cleaning policy.

Biennially, the Board will report to the Commissioner of Education on its green cleaning program, in a manner prescribed by the Commissioner.

Temporary Covid-19 Disinfectant Use

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Fairfield Board of Education.

(cf. 3524 – Hazardous Materials in Schools)
(cf. 3524.1 – Pesticide Application)
(cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

10-220 Duties of Boards of Education
10-231a through 10-231d. Pesticide applications at schools
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136 et seq.

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together, Connecticut State Department of Education (Fall 2021)

Adopted 10/12/2010

Temporary Revision Adopted 9/8/2020

Fairfield Public Schools
Board of Education
Policy Guide

Business/Non-Instructional Operations

COMMUNITY USE OF SCHOOL FACILITIES

3515

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, 203-255-8374, 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.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes
 Equal Access Act, 20 U.S.C. ss 4071-4074.
 Good News Club v. Milford Central School, Sup. CT. 6-11-01
 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No
 Child Left Behind Act of 2001)

CREF Policy 1330

Adopted 8/27/2004
Revised and Adopted 6/7/2016

Business/Non-Instructional Operations

Series C-19-COVID-19 Policies and Regulations

COMMUNITY USE OF SCHOOL FACILITIES

3515(a)/C-19.5(a)

Temporary amendments to this policy related to the COVID-19 Pandemic have been made to this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

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. ***Due to the COVID-19 Pandemic, the Superintendent may limit or restrict the use of school facilities by community and other groups based on the guidance of federal, state, and local health authorities and consistent with applicable law. In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.***

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, 203-255-8374, may be contacted for a copy of the current regulations.

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contained in No Child Left Behind Act of 2001)
“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Business/Non-Instructional Operations

Series C-19-COVID-19 Policies and Regulations

COMMUNITY USE OF SCHOOL FACILITIES

3515(b)/C-19.5(b)

CREF Policy 1330

Adopted 8/27/2004

Revised and Adopted 6/7/2016

Temporary Revision Adopted 9/8/2020

Business/Non-Instructional Operations

Series C-19-COVID-19 Policies and Regulations

COMMUNITY USE OF SCHOOL FACILITIES

3515(a)/C-19.5(a)

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10-239 Use of school facilities for other purposes
Equal Access Act, 20 U.S.C. ss 4071-4074.
Good News Club v. Milford Central School, Sup. CT. 6-11-01
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act
contained in No Child Left Behind Act of 2001)
***Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow
Together, Connecticut State Department of Education (Fall 2021)***

Business/Non-Instructional Operations

Series C-19-COVID-19 Policies and Regulations

COMMUNITY USE OF SCHOOL FACILITIES

3515(b)/C-19.5(b)

CREF Policy 1330

Adopted 8/27/2004

Revised and Adopted 6/7/2016

Temporary Revision Adopted 9/8/2020

Fairfield Public Schools
Board of Education
Policy Guide

Community Relations

VISITS TO THE SCHOOLS

1250

The Board and staff of the school district welcome and encourage parents or guardians, members of the community, and other interested persons to visit the schools. To preserve the security of the schools, all visitors must check in at the main office where they shall be given whatever information or assistance is required. All visitors are required to wear school-provided identification badges for the duration of their visit.

Legal Reference: Connecticut General Statutes
 10-151b Evaluation by superintendents of certain educational
 personnel
 53a-185 Loitering in or about school grounds: class c misdemeanor

Adopted 8/27/2004

Community Relations

Series C-19-COVID-19 Policies and Regulations

VISITS TO THE SCHOOLS

1250/C-19.6

Temporary amendments related to the COVID-19 Pandemic have been made to this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

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Legal Reference: Connecticut General Statutes
10-151b Evaluation by superintendents of certain educational personnel
53a-185 Loitering in or about school grounds: class c misdemeanor
“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

Adopted 8/27/2004

Temporary Revision Adopted 9/8/2020

Community Relations

Series C-19-COVID-19 Policies and Regulations

VISITS TO THE SCHOOLS

1250/C-19.6

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Legal Reference: Connecticut General Statutes
10-151b Evaluation by superintendents of certain educational personnel
53a-185 Loitering in or about school grounds: class c misdemeanor
~~*“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.*~~

Adopted 8/27/2004

Temporary Revision Adopted 9/8/2020

Community Relations

Series C-19-COVID-19 Policies and Regulations

**ADMINISTRATIVE REGULATIONS ON
VISITS TO THE SCHOOLS**

1250AR/ C-19.6 AR

Visitor Protocols

Definition:

For the purposes of this administrative regulation a **visitor** shall be defined as any person entering a school facility during normal school hours other than:

- A student who attends that facility
- A member of that school's staff and faculty (Wearing a Blue or Green ID Badge)*
- Central Office Employees with assigned duties at the school facility (Wearing a Red ID Badge)*
- Multi-site Employees with assigned duties at the school facility (Wearing a Red ID Badge)*
- Maintenance Department Employees (Wearing a Red ID Badge)*
- Uniformed Police or Fire Department personnel in performance of their assigned duties

***SEE POLICY #3517.1 & 3517.1AR FOR IDENTIFICATION BADGES POLICY AND REGULATIONS**

All visitors shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor name, Purpose of visit, Person visiting)
4. Be issued a Visitors ID Badge with date of visit
5. Visitors shall sign out at the end of their visit
6. ***All visitors and observers permitted inside school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including any health screening protocols.***

Visitors entering the building at locations other than the designated visitors' entrance shall be:

Community Relations

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ADMINISTRATIVE REGULATIONS ON VISITS TO THE SCHOOLS (continued)

1250AR/ C-19.6 AR

1. Stopped by staff
2. Asked to identify themselves by name
3. Asked their purpose for being in the building
4. Directed by staff:
 - a. out of the building and to use the designated entrance
 - b. to the Main Office (if warranted by proximity to the Main Office)

**THE STAFF MEMBER SHALL CALL THE MAIN OFFICE WHEN THEY ARE
UNABLE TO VISUALLY VERIFY THE VISTOR HAS EXITED THE BUILDING
OR ENTERED THE MAIN OFFICE**

Visitors who refuse to identify themselves shall be considered trespassers.

Staff shall:

1. Direct them to leave the building
2. Call the Main Office
3. The Principal or his/her designee upon evaluation of the situation may:
 - a. call the Police
 - b. call Central Office
4. Consider locking down building

Special Exceptions to the above:

Special Events (Plays, Concerts, Award Ceremonies, etc...)

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, APR, gym, media center etc...). Appropriate staff shall be assigned to direct visitor(s) to the event location.

Deliveries

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

Community Relations

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**ADMINISTRATIVE REGULATIONS ON
VISITS TO THE SCHOOLS (continued)**

1250AR/ C-19.6 AR

Operations

Maintenance Department Employees (Wearing a Red ID Badge) shall notify the school administration of their presence within the school facility.

Other Board of Education employees (Wearing a Red ID Badge) without assigned duties at the school facility shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

Board of Education members (Wearing a Red ID Badge) shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

8/28/2006

Revised 1/29/2007

Temporary Revision 8/25/2020

Fairfield Public Schools
Board of Education
Policy Guide

Community Relations

SCHOOL VOLUNTEERS / RESOURCE PERSONS

1212

The Board of Education encourages the use of volunteers or resource persons to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening volunteers and resource persons. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, shall be retained as a volunteer. For the purpose of this policy, volunteers are defined as those individuals who volunteer their time to assist in schools while resource persons are those who are not employees but receive compensation in the form of a payment or an honorarium for services rendered (e.g., visiting author).

Legal Reference: Connecticut General Statutes
10-4g Parent and community involvement in schools; model programs;
school-based teams
10-235 Indemnification of teachers, board members, employees and certain
volunteers and students in damage suits; expenses of litigation.
54-254 Registration of person who has committed a felony for a sexual
purpose

Adopted 10/23/2007

Community Relations

SCHOOL VOLUNTEERS / RESOURCE PERSONS

Series C-19-COVID-19 Policies and Regulations

1212/ C-19.7

Temporary amendments related to the COVID-19 Pandemic have been made to this policy and to the regulations. All temporary revisions appear in highlighted bold italics or strikethrough text.

The Board of Education encourages the use of volunteers or resource persons to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

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All volunteers and/or resource persons must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 Pandemic, the Superintendent may limit or restrict volunteers based on the guidance of federal, state, and local health authorities.

Legal Reference:

Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs;

school-based teams

10-235 Indemnification of teachers, board members, employees and certain

volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual

Purpose

"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together," Connecticut State Department of Education (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

Adopted 10/23/2007

Temporary Revision Adopted 9/8/20

Community Relations

SCHOOL VOLUNTEERS / RESOURCE PERSONS

Series C-19-COVID-19 Policies and Regulations

1212/ C-19.7

Temporary amendments related to the COVID-19 Pandemic have been made to this policy and to the regulations. All temporary revisions appear in highlighted bold italics or strikethrough text.

The Board of Education encourages the use of volunteers or resource persons to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

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All volunteers and/or resource persons must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 Pandemic, the Superintendent may limit or restrict volunteers in a consistent manner by level based on the guidance of federal, state, and local health authorities.

Legal Reference: Connecticut General Statutes
10-4g Parent and community involvement in schools; model programs;
school-based teams
10-235 Indemnification of teachers, board members, employees and certain
volunteers and students in damage suits; expenses of litigation.
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~~"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together," Connecticut State Department of Education (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.~~

Adopted 10/23/2007

Temporary Revision Adopted 9/8/20

Temporary Revision Adopted XX/XX/XX

Fairfield Public Schools
Board of Education
Policy Guide

Students

ATTENDANCE / EXCUSES / DISMISSAL

5113(a)

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

5113(b)

Excused Absence

For absences one through nine, an absence shall be considered “excused” when a child does not attend school and appropriate documentation is provided by the student’s parent/guardian approving the absence, due to:

- A. Illness or injury;
- B. Death in the immediate family;
- C. Religious obligation;
- D. Court appearance;
- E. School sponsored activity;
- F. Lack of transportation that is normally provided by a district other than the one the student attends; (This reason does not require documentation.)
- G. An emergency; or
- H. Other exceptional circumstances and extraordinary educational opportunities preapproved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child’s parent or guardian. All other absences with or without written explanation shall be considered unexcused.

For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

- A. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
- B. Student’s observance of a religious holiday;
- C. Death in the student’s family or other emergency beyond the control of the student’s family;
- D. Mandated court appearances (documentation required);
- E. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
- F. Extraordinary educational opportunities pre-approved by District Administration and to be in accordance with Connecticut State Department of Education guidance.

A student’s absence from school shall be considered unexcused unless:

- A. The absence meets the definition of an excused absence and meets the documentation requirements; or
- B. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Students

ATTENDANCE / EXCUSES / DISMISSAL

5113(c)

Excused Absence (continued)

When the school in which a child is enrolled receives no notification of the child's absence from a parent/guardian or other person having control of the child, a reasonable effort shall be made by school personnel to notify by telephone, email, or mail such parent/guardian or other person having control of the child.

Unexcused Absence

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents/guardians and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

A student's absence from school shall be considered "unexcused" unless the absence meets the definitions, listed above, for an "excused" absence, including the documentation requirements; or if the absence is the result of school or District disciplinary action.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 10 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 10 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 10 percent or higher.
4. A team for either the District or each school must be established when (a) the special education population of the District or the school has a chronic absenteeism rate of 10 percent or higher, (b) the ELL population of the District or the school has a chronic absenteeism rate of 10 percent or higher, or (c) when any student population disaggregated by race/ethnicity of the District or the school has a chronic absenteeism rate of 10 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truant.

Students

ATTENDANCE / EXCUSES / DISMISSAL

5113(d)

Chronic Absenteeism (continued)

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. *(SDE to develop by 1/1/16.)*

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. *(An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)*

Release of Student During School Day/Dismissal

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations.

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Students who become ill during the school day may be excused by the school nurse. School personnel will notify parent/guardian to arrange transportation.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

5113(e)

Truancy

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s)/guardian(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s)/guardian(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

1. Notify parents/guardians or other person having control of each child enrolled, ages five (5) to eighteen (18) inclusive, in writing, of the obligations of the parents/guardians pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent/guardian or other persons having control of an enrolled child a telephone number or other means of contacting such parent/guardian or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, email, or mail the parent(s)/guardian(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent/guardian or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent or other person having control of the child identified as "truant" fails:
 - a. to attend the required meeting to evaluate why the child's truant or
 - b. to cooperate with the school in trying to solve the truancy problem.
9. Provide for the coordination of services and refer enrolled students who are truants to community agencies providing child and family services.

Students

ATTENDANCE / EXCUSES / DISMISSAL

5113(f)

Truancy (continued)

A student who is identified as a “truant” may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.

High School Attendance

The purpose of this policy is to encourage school and/or class attendance in order to have students maximize their educational opportunities. Regular, uninterrupted attendance at school and/or class is essential to successful learning.

Students enrolled in a Fairfield high school who exceed the permitted number of unexcused absences from school or class may lose credit for that class or classes, as specified in the Student/Parent Handbook of each high school.

Attendance Records

The professional staff of each school shall keep an attendance record of students in their charge.

Regularity of Attendance

Regular, uninterrupted attendance at school and/or class is essential to successful learning. In accordance with Connecticut General Statutes, the Board may appoint one (1) or more persons, who shall be authorized to prosecute for violations of the laws relating to attendance of children and their employment. All warrants issued upon such prosecutions shall be returnable before any court having jurisdiction.

Legal Reference: Connecticut General Statutes
 10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)
 10-185 Penalty
 10-198 a Policies and procedures concerning truants (as amended by PA
 00-157, PA 11-136 and PA 14-198)
 10-199 through 10-202 Attendance, truancy in general. (Revised 1995 -
 PA 95-304)
 10-220(c) Duties of boards of education (as amended by PA 15-225)

Students

ATTENDANCE / EXCUSES / DISMISSAL

5113(g)

Legal Reference: Connecticut General Statutes (continued)
10-221(b) Board of education to prescribe rules.
Campbell v. New Milford, 193 Conn93 (1984).
Action taken by State Board of Education on January 2, 2008, to define "attendance."
Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.

Adopted 8/27/2004
Revised and Adopted 6/11/2013
Revised and Adopted 10/18/2016
Revised and Adopted 10/10/2017
Revised and Adopted 3/9/2021
Revised and Adopted 4/20/2021

Students

ATTENDANCE / EXCUSES / DISMISSAL

Series C-19-COVID-19 Policies and Regulations

5113(a)/ C-19.8(a)

Attendance

Temporary amendments related to the COVID-19 Pandemic have been made to this policy and to the accompanying regulations. All temporary revisions appear in highlighted bold italics or strikethrough text.

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

Series C-19-COVID-19 Policies and Regulations

5113(b)/ C-19.8(b)

Excused Absence

For absences one through nine, an absence shall be considered “excused” when a child does not attend school and appropriate documentation is provided by the student’s parent/guardian approving the absence, due to:

- A. Illness or injury;
- B. Death in the immediate family;
- C. Religious obligation;
- D. Court appearance;
- E. School sponsored activity;
- F. Lack of transportation that is normally provided by a district other than the one the student attends; (This reason does not require documentation.)
- G. An emergency; or
- H. Other exceptional circumstances and extraordinary educational opportunities preapproved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child’s parent or guardian. All other absences with or without written explanation shall be considered unexcused.

For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

- A. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence; ***such a verification must include a signed note from a medical professional, who has evaluated the student confirming the absence and giving an expected return date and including any specific COVID-19 symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19;***
- B. Student’s observance of a religious holiday;
- C. Death in the student’s family or other emergency beyond the control of the student’s family;
- D. Mandated court appearances (documentation required);
- E. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
- F. Extraordinary educational opportunities pre-approved by District Administration and to be in accordance with Connecticut State Department of Education guidance.

A student’s absence from school shall be considered unexcused unless:

- A. The absence meets the definition of an excused absence and meets the documentation requirements; or
- B. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Students

ATTENDANCE / EXCUSES / DISMISSAL

Series C-19-COVID-19 Policies and Regulations

5113(c)/ C-19.8(c)

Excused Absence (continued)

When the school in which a child is enrolled receives no notification of the child's absence from a parent/guardian or other person having control of the child, a reasonable effort shall be made by school personnel to notify by telephone, email, or mail such parent/guardian or other person having control of the child. ***For any absence due a positive COVID-19 test or direct contact with someone with a positive COVID-19 test, the parent/guardian must call the dedicated District COVID-19 hotline.***

Unexcused Absence

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents/guardians and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

A student's absence from school shall be considered "unexcused" unless the absence meets the definitions, listed above, for an "excused" absence, including the documentation requirements; or if the absence is the result of school or District disciplinary action.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Students

ATTENDANCE / EXCUSES / DISMISSAL

Series C-19-COVID-19 Policies and Regulations

5113(d)/ C-19.8(d)

Chronic Absenteeism (continued)

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. *(SDE to develop by 1/1/16.)*

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. *(An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)*

Release of Student During School Day/Dismissal

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations.

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Students who become ill during the school day may be excused by the school nurse. School personnel will notify parent/guardian to arrange transportation.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

Series C-19-COVID-19 Policies and Regulations

5113(e)/ C-19.8(e)

Truancy

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s)/guardian(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s)/guardian(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

1. Notify parents/guardians or other person having control of each child enrolled, ages five (5) to eighteen (18) inclusive, in writing, of the obligations of the parents/guardians pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent/guardian or other persons having control of an enrolled child a telephone number or other means of contacting such parent/guardian or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, email, or mail the parent(s)/guardian(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent/guardian or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent or other person having control of the child identified as "truant" fails:
 - a. to attend the required meeting to evaluate why the child's truant or
 - b. to cooperate with the school in trying to solve the truancy problem.
9. Provide for the coordination of services and refer enrolled students who are truants to community agencies providing child and family services.

Students

ATTENDANCE / EXCUSES / DISMISSAL

Series C-19-COVID-19 Policies and Regulations

5113(f)/ C-19.8(f)

Truancy (continued)

A student who is identified as a “truant” may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.

High School Attendance

The purpose of this policy is to encourage school and/or class attendance in order to have students maximize their educational opportunities. Regular, uninterrupted attendance at school and/or class is essential to successful learning.

Students enrolled in a Fairfield high school who exceed the permitted number of unexcused absences from school or class may lose credit for that class or classes, as specified in the Student/Parent Handbook of each high school.

Attendance Records

The professional staff of each school shall keep an attendance record of students in their charge.

Regularity of Attendance

Regular, uninterrupted attendance at school and/or class is essential to successful learning. In accordance with Connecticut General Statutes, the Board may appoint one (1) or more persons, who shall be authorized to prosecute for violations of the laws relating to attendance of children and their employment. All warrants issued upon such prosecutions shall be returnable before any court having jurisdiction.

Evolving State Department of Education Guidance

The Board will review any and all guidance issued by the State Department of Education regarding attendance requirements, including during periods of blended learning, and regarding attendance requirements of students who choose not to participate.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)
10-185 Penalty
10-198a Policies and procedures concerning truants (as amended by PA 00-157, PA 11-136 and PA 14-198)

10-199 through 10-202 Attendance, truancy in general. (Revised 1995 - PA 95-304)

10-220(c) Duties of boards of education (as amended by PA 15-225)

Legal Reference:

Connecticut General Statutes (continued)

10-221(b) Board of education to prescribe rules.

Campbell v. New Milford, 193 Conn93 (1984).

Action taken by State Board of Education on January 2, 2008, to define "attendance."

Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Adopted 8/27/2004

Revised and Adopted 6/11/2013

Revised and Adopted 10/18/2016

Revised and Adopted 10/10/2017

Temporary Revision Adopted 9/8/20

Students

ATTENDANCE / EXCUSES / DISMISSAL

Series C-19-COVID-19 Policies and Regulations

5113(a)/ C-19.8(a)

Attendance

Temporary amendments related to the COVID-19 Pandemic have been made to this policy and to the accompanying regulations. All temporary revisions appear in highlighted bold italics or strikethrough text.

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

Series C-19-COVID-19 Policies and Regulations

5113(b)/ C-19.8(b)

Excused Absence

For absences one through nine, an absence shall be considered “excused” when a child does not attend school and appropriate documentation or notification is provided by the student’s parent/guardian approving the absence, due to:

- A. Illness or injury;
- B. Death in the immediate family;
- C. Religious obligation;
- D. Court appearance;
- E. School sponsored activity;
- F. Lack of transportation that is normally provided by a district other than the one the student attends; (This reason does not require documentation.)
- G. An emergency;
- H. Quarantine;**
- ~~I. Loss of power/internet service during a remote learning day; or~~**
- J. Other exceptional circumstances and extraordinary educational opportunities preapproved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child’s parent or guardian. All other absences with or without written explanation shall be considered unexcused.

For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for all the reasons below unless otherwise stated:

- A. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence; **such a verification must include a signed note from a medical professional, who has evaluated the student confirming the absence and giving an expected return date and including any specific COVID-19 symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19;**
- B. Student’s observance of a religious holiday;
- C. Death in the student’s family or other emergency beyond the control of the student’s family;
- D. Mandated court appearances (documentation required);
- E. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
- F. Extraordinary educational opportunities pre-approved by District Administration and to be in accordance with Connecticut State Department of Education guidance;
- G. Quarantine; or**
- ~~H. Loss of power/internet service during a remote learning day.~~**

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

Series C-19-COVID-19 Policies and Regulations

5113(c)/ C-19.8(c)

Excused Absence (continued)

A student's absence from school shall be considered unexcused unless:

- A. The absence meets the definition of an excused absence and meets the documentation requirements; or
- B. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification of the child's absence from a parent/guardian or other person having control of the child, a reasonable effort shall be made by school personnel to notify by telephone, email, or mail such parent/guardian or other person having control of the child. *For any absence due a positive COVID-19 test or direct contact with someone with a positive COVID-19 test, the parent/guardian must call the dedicated District COVID-19 hotline. Additionally, the parent/guardian must notify the school's absentee line as soon as possible in the event they lost power/internet service during a remote learning day.*

Unexcused Absence

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents/guardians and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

A student's absence from school shall be considered "unexcused" unless the absence meets the definitions, listed above, for an "excused" absence, including the documentation requirements; or if the absence is the result of school or District disciplinary action.

If a student is unable to attend class in person for non-COVID-19 related reasons, they are encouraged to participate from home but they will be marked absent from class. The absence will be excused if a parent/guardian notifies the school's absentee line; otherwise, the absence will be unexcused.

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

Series C-19-COVID-19 Policies and Regulations

5113(d)/ C-19.8(d)

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 10 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 10 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 10 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available.

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant.

Release of Student During School Day/Dismissal

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations.

Request for release of a student during the school day originating outside the schools must be

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

Series C-19-COVID-19 Policies and Regulations

5113(e)/ C-19.8(e)

Release of Student During School Day/Dismissal (continued)

handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Students who become ill during the school day may be excused by-the school nurse. School personnel will notify parent/guardian to arrange transportation.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Truancy

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s)/guardian(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s)/guardian(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

1. Notify parents/guardians or other person having control of each child enrolled, ages five (5) to eighteen (18) inclusive, in writing, of the obligations of the parents/guardians pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent/guardian or other persons having control of an enrolled child a telephone number or other means of contacting such parent/guardian or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, email, or mail the parent(s)/guardian(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent/guardian or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent or other person having control of the child identified as "truant" fails:

Students

ATTENDANCE / EXCUSES / DISMISSAL (continued)

Series C-19-COVID-19 Policies and Regulations

5113(f)/ C-19.8(f)

Truancy (continued)

- a. to attend the required meeting to evaluate why the child's truant or
 - b. to cooperate with the school in trying to solve the truancy problem.
9. Provide for the coordination of services and refer enrolled students who are truants to community agencies providing child and family services.

A student who is identified as a "truant" may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.

High School Attendance

The purpose of this policy is to encourage school and/or class attendance in order to have students maximize their educational opportunities. Regular, uninterrupted attendance at school and/or class is essential to successful learning.

Students enrolled in a Fairfield high school who exceed the permitted number of unexcused absences from school or class may lose credit for that class or classes, as specified in the Student/Parent Handbook of each high school.

Attendance Records

The professional staff of each school shall keep an attendance record of students in their charge.

Regularity of Attendance

Regular, uninterrupted attendance at school and/or class is essential to successful learning. In accordance with Connecticut General Statutes, the Board may appoint one (1) or more persons, who shall be authorized to prosecute for violations of the laws relating to attendance of children and their employment. All warrants issued upon such prosecutions shall be returnable before any court having jurisdiction.

Evolving State Department of Education Guidance

The Board will review any and all guidance issued by the State Department of Education regarding attendance requirements, including during periods of blended learning, and regarding attendance requirements of students who choose not to participate.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)
10-185 Penalty
10-198a Policies and procedures concerning truants (as amended by PA 00-157, PA 11-136 and PA 14-198)
10-199 through 10-202 Attendance, truancy in general. (Revised 1995 - PA 95-304)
10-220(c) Duties of boards of education (as amended by PA 15-225)

Legal Reference: Connecticut General Statutes (continued)
10-221(b) Board of education to prescribe rules.
Campbell v. New Milford, 193 Conn93 (1984).
Action taken by State Board of Education on January 2, 2008, to define "attendance."
Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.
Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together, Connecticut State Department of Education (Fall 2021)

Adopted 8/27/2004

Revised and Adopted 6/11/2013

Revised and Adopted 10/18/2016

Revised and Adopted 10/10/2017

Temporary Revision Adopted 9/8/20

Temporary Revision Adopted 3/9/21

Fairfield Public Schools
Board of Education
Policy Guide

Business and Non-Instructional Operations

TRANSPORTATION

3541(a)

Walking Distance is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point at each school site. The "designated point" is a point on the curb in the parking lot closest to the front door of the building except for Holland Hill and Tomlinson which will be a point on the curb on the road closest to the front door of the building. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

Bus Stop is a geographical location designated by the Board of Education or a designated administrator where pupils can safely wait for the purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation grades K-12, which cause school buses to enter cul-de-sacs, unless this provision results in students walking greater than the established distance for their grade level.

Raised walk area or sidewalk means a portion of the landscaped right of way at least three (3) feet wide, usually parallel to the traffic lanes which, may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

Student is a child enrolled in the Fairfield Public Schools and/or a child for whom the Board of Education is required to provide bus transportation under either Connecticut General Statutes or the terms of this policy.

School bus transportation shall be provided for students living in excess of the following walking distances from their neighborhood schools:

- elementary $\frac{3}{4}$ mile;
- middle 1 mile; and
- high 1 $\frac{1}{2}$ mile.

Students living within the above referenced walking distances shall be provided school bus transportation if required by the applicable provision of Administrative Regulations 3541AR.

Students living within the established walking distances may be provided transportation on a space available basis in accordance with Administrative Regulations 3541AR, "Courtesy Rides".

Business and Non-Instructional Operations

TRANSPORTATION (continued)

3541(b)

The Fairfield Board of Education will not provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes or other requirements of state law such as vocational schools.

Transportation Safety Advisors

This working group serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to school transportation safety.

Legal Reference:

- Connecticut General Statutes
- 10-186 Duties of local and regional boards of education
- 10-220 Duties of boards of education
- 14-275 Equipment and color of school buses
- 14-275a Use of standard school bus required, when
- 14-275b Transportation of handicapped students
- 14-275c Regulations re school buses and motor vehicles used to transport special education students
- 14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
- 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Adopted 8/27/2004

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON TRANSPORTATION

3541AR

Courtesy Rides

A courtesy ride is transportation provided to students who live within walk zones upon request of the parent or guardian.

- Rides may be available when capacity permits while leaving some empty seats to accommodate changes in student loads, students moving into the school, shifts in bus routes, and other unknowns.
- Courtesy rides are assigned for only one (1) school year at a time. Students, who were courtesy riders at the end of the prior school year, receive a form to apply for a courtesy ride for the following school year for the same school. Requests from returning riders living furthest from school will be accommodated first and have a priority over new requests.
- If bus ridership increases during any school year, courtesy ride permission may be withdrawn.
- New courtesy applications must be received no later than August 1st to be considered for the first week of school.
- New courtesy riders, who apply prior to August 1st, will be granted rides by giving priority among new requests to those who live furthest from the school. After August 1st, rides will be granted in the order in which they are received.
- Students, who apply after August 1st, and those who cannot be accommodated by the first week of school, will be notified AFTER the third week of school of seat availability.
- Courtesy rides are only available at scheduled stops where students are already being picked up and/or dropped off.

Bus Stop Schedules and Rider Eligibility

Bus stop schedules will be published in Infinite Campus on approximately August 15th of each year.

Names of students who are entitled to school transportation may be verified in school offices and the Transportation Office two (2) weeks prior to the beginning of school.

The list of street addresses showing ride eligibility is available at any time in all schools, the Transportation Office, and Central Office.

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON TRANSPORTATION (continued)

3541AR

Requests to Change Bus Stops

The school administration and the bus company have reviewed all bus stops. In addition, many stops have been reviewed by the Board of Education's Transportation Safety Advisors.

Requests to change a bus stop location and/or add / delete a stop must be made in writing. In responding to such requests, student safety is the primary criteria. Changing a bus stop is a complex process; such changes require a physical examination by an authorized school system representative and a consultation with the bus contractor. If a change is granted, each family is notified. The bus route is then reviewed and modified.

Requests for a change for non-safety issues (day care, visibility of stop from home, etc.) will only be made upon agreement of all families at the stop or if no other students are involved.

Hazardous Conditions

A. The maximum walking distances from home to school or to a prescribed point of embarkation are the following:

- elementary $\frac{3}{4}$ mile;
- middle 1 mile; and
- high 1 $\frac{1}{2}$ mile.

Any walking route to either the bus stop or the school, which is in excess of the above distances, shall be hazardous.

B. Any street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

- for pupils in grades Kindergarten through 5, absence of pedestrian crossing light or crossing guard where three (3) or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty (60) vehicles per hour at the intersection;

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON TRANSPORTATION)

3541AR

Hazardous Conditions (Section B continued)

- for pupils enrolled in grades 6 through 12, the absence of a traffic light, stop signs, or crossing guard where three (3) or more streets intersect and has a traffic count which exceeds ninety (90) vehicles per hour during the time that pupils are walking to or from school;
 - for all pupils, any street, road, or highway with speed limits in excess of forty (40) miles per hour which do not have pedestrian crossing lights, crossing guards, or other safety provisions at points where pupils must cross when going to or from school or the bus stop; or
 - for all pupils, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is hazardous or attractive to children.
- C. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
- for pupils in grades Kindergarten through 5, any street, road, or highway possessing a traffic count of sixty (60) or more vehicles per hour at the time that pupils are walking to or from school;
 - for all pupils, the presence of man-made hazards including attractive nuisances, as stated in Section B, fourth bullet;
 - for all pupils, any roadway available to vehicles that does not have a minimum width of twenty-two (22) feet;
 - for all pupils, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty (20) feet; or
 - for all pupils in grades Kindergarten through 5, any street, road, or highway possessing a speed limit in excess of thirty (30) miles per hour.
- D. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking / stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation, or other reasonable standard.

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON TRANSPORTATION

3541AR

Hazardous Conditions (continued)

E. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks that carry moving trains during the hours that pupils are walking to or from school shall be deemed hazardous unless:

- a crossing guard is present; or
- an automatic control bar is present at crossings used by pupils under age ten (10) or a bar or red flashing signal light is operational when the crossing is used by pupils over ten (10) years of age.

F. A lake, pond, stream, culvert, waterway, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water.

G. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades Kindergarten through 8.

H. Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

Special Exceptions

Pupils possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school, as determined by their physician, the school medical advisor, and/or the PPT process, shall receive appropriate transportation.

Transportation services for special education pupils shall be determined on an individual basis.

Business and Non-Instructional Operations

**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION**

3541AR

Exception

The administration may grant an exception to any provision of these regulations wherein a particular condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

Late Buses

The transportation contract contains a provision that financially penalizes the bus company when buses are substantially late. Schools and others should use the *Transportation: Deviation from Schedule Log Form* to notify the Fairfield Transportation Supervisor of any lateness that may result in a financial penalty to the bus company.

NOTE: These regulations are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 10-220c.

8/27/2004

[illegible]

Business and Non-Instructional Operations

Series C-19-COVID-19 Policies and Regulations

TRANSPORTATION

3541(a)/C-19.9(a)

Temporary amendments to this policy related to the COVID-19 Pandemic have been made to this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

Walking Distance is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point at each school site. The "designated point" is a point on the curb in the parking lot closest to the front door of the building except for Holland Hill and Tomlinson which will be a point on the curb on the road closest to the front door of the building. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

Bus Stop is a geographical location designated by the Board of Education or a designated administrator where pupils can safely wait for the purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation grades K-12, which cause school buses to enter cul-de-sacs, unless this provision results in students walking greater than the established distance for their grade level. ***Bus pick up/drop off times and routes may change during the school year in connection with the COVID-19 Pandemic and changing public health conditions. The District will notify all parents and guardians in advance of such changes.***

Raised walk area or sidewalk means a portion of the landscaped right of way at least three (3) feet wide, usually parallel to the traffic lanes which, may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

Student is a child enrolled in the Fairfield Public Schools and/or a child for whom the Board of Education is required to provide bus transportation under either Connecticut General Statutes or the terms of this policy.

School bus transportation shall be provided for students living in excess of the following walking distances from their neighborhood schools:

- elementary ¾ mile;
- middle 1 mile; and
- high 1 ½ mile.

Business and Non-Instructional Operations

Series C-19-COVID-19 Policies and Regulations

TRANSPORTATION (continued)

3541(b)/C-19.9(b)

Students living within the above referenced walking distances shall be provided school bus transportation if required by the applicable provision of Administrative Regulations 3541AR.

Students living within the established walking distances may be provided transportation on a space available basis in accordance with Administrative Regulations 3541AR, "Courtesy Rides."

The Fairfield Board of Education will not provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes or other requirements of state law such as vocational schools.

The Board will request that parents volunteer to transport eligible students, without reimbursement, in order to reduce the number of students transported on buses to protect the health and safety of students and staff.

Transportation Safety Advisors

This working group serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to school transportation safety.

Legal Reference:

- Connecticut General Statutes
- 10-186 Duties of local and regional boards of education
- 10-220 Duties of boards of education
- 14-275 Equipment and color of school buses
- 14-275a Use of standard school bus required, when
- 14-275b Transportation of handicapped students
- 14-275c Regulations re school buses and motor vehicles used to transport special education students
- 14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
- 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Adopted 8/27/2004

Temporary Revision Adopted 9/8/2020

Business and Non-Instructional Operations

Series C-19-COVID-19 Policies and Regulations

ADMINISTRATIVE REGULATIONS ON TRANSPORTATION

3541AR(a)/C-19.09AR(a)

Courtesy Rides

A courtesy ride is transportation provided to students who live within walk zones upon request of the parent or guardian.

- Rides may be available when capacity permits while leaving some empty seats to accommodate changes in student loads, students moving into the school, shifts in bus routes, and other unknowns.
- Courtesy rides are assigned for only one (1) school year at a time. Students, who were courtesy riders at the end of the prior school year, receive a form to apply for a courtesy ride for the following school year for the same school. Requests from returning riders living furthest from school will be accommodated first and have a priority over new requests.
- If bus ridership increases during any school year, courtesy ride permission may be withdrawn.
- New courtesy applications must be received no later than August 1st to be considered for the first week of school.
- New courtesy riders, who apply prior to August 1st, will be granted rides by giving priority among new requests to those who live furthest from the school. After August 1st, rides will be granted in the order in which they are received.
- Students, who apply after August 1st, and those who cannot be accommodated by the first week of school, will be notified AFTER the third week of school of seat availability.
- Courtesy rides are only available at scheduled stops where students are already being picked up and/or dropped off.

Courtesy rides will not be available during the 2020-2021 School Year due to the COVID-19 Pandemic.

Bus Stop Schedules and Rider Eligibility

Bus stop schedules will be published in Infinite Campus on approximately August 15th of each year.

Names of students who are entitled to school transportation may be verified in school offices and the Transportation Office two (2) weeks prior to the beginning of school.

ADMINISTRATIVE REGULATIONS ON TRANSPORTATION (continued)

3541AR(b)/C-19.09AR(b)

The list of street addresses showing ride eligibility is available at any time in all schools, the Transportation Office, and Central Office.

Requests to Change Bus Stops

The school administration and the bus company have reviewed all bus stops. In addition, many stops have been reviewed by the Board of Education's Transportation Safety Advisors.

Requests to change a bus stop location and/or add / delete a stop must be made in writing. In responding to such requests, student safety is the primary criteria. Changing a bus stop is a complex process; such changes require a physical examination by an authorized school system representative and a consultation with the bus contractor. If a change is granted, each family is notified. The bus route is then reviewed and modified.

Requests for a change for non-safety issues (day care, visibility of stop from home, etc.) will only be made upon agreement of all families at the stop or if no other students are involved.

Hazardous Conditions

A. The maximum walking distances from home to school or to a prescribed point of embarkation are the following:

- elementary $\frac{3}{4}$ mile;
- middle 1 mile; and
- high 1 $\frac{1}{2}$ mile.

Any walking route to either the bus stop or the school, which is in excess of the above distances, shall be hazardous.

B. Any street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

- for pupils in grades Kindergarten through 5, absence of pedestrian crossing light or crossing guard where three (3) or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty (60) vehicles per hour at the intersection;

**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION (continued)**

3541AR(c)/C-19.09AR(c)

Hazardous Conditions (Section B continued)

- for pupils enrolled in grades 6 through 12, the absence of a traffic light, stop signs, or crossing guard where three (3) or more streets intersect and has a traffic count which exceeds ninety (90) vehicles per hour during the time that pupils are walking to or from school;
 - for all pupils, any street, road, or highway with speed limits in excess of forty (40) miles per hour which do not have pedestrian crossing lights, crossing guards, or other safety provisions at points where pupils must cross when going to or from school or the bus stop; or
 - for all pupils, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is hazardous or attractive to children.
- C. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
- for pupils in grades Kindergarten through 5, any street, road, or highway possessing a traffic count of sixty (60) or more vehicles per hour at the time that pupils are walking to or from school;
 - for all pupils, the presence of man-made hazards including attractive nuisances, as stated in Section B, fourth bullet;
 - for all pupils, any roadway available to vehicles that does not have a minimum width of twenty-two (22) feet;
 - for all pupils, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty (20) feet; or
 - for all pupils in grades Kindergarten through 5, any street, road, or highway possessing a speed limit in excess of thirty (30) miles per hour.
- D. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking / stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation, or other reasonable standard.

**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION (continued)**

3541AR(d)/C-19.09AR(d)

Hazardous Conditions (continued)

E. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks that carry moving trains during the hours that pupils are walking to or from school shall be deemed hazardous unless:

- a crossing guard is present; or
- an automatic control bar is present at crossings used by pupils under age ten (10) or a bar or red flashing signal light is operational when the crossing is used by pupils over ten (10) years of age.

F. A lake, pond, stream, culvert, waterway, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water.

G. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades Kindergarten through 8.

H. Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

Special Exceptions

Pupils possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school, as determined by their physician, the school medical advisor, and/or the PPT process, shall receive appropriate transportation.

Transportation services for special education pupils shall be determined on an individual basis.

**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION (continued)**

3541AR(e)/C-19.09AR(e)

Exception

The administration may grant an exception to any provision of these regulations wherein a particular condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

Late Buses

The transportation contract contains a provision that financially penalizes the bus company when buses are substantially late. Schools and others should use the *Transportation: Deviation from Schedule Log Form* to notify the Fairfield Transportation Supervisor of any lateness that may result in a financial penalty to the bus company.

NOTE: These regulations are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 10-220c.

8/27/2004

Temporary Revision 8/25/2020

[illegible]

Business and Non-Instructional Operations
Series C-19-COVID-19 Policies and Regulations

TRANSPORTATION

3541(a)/C-19.9(a)

Temporary amendments to this policy related to the COVID-19 Pandemic have been made to this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

Walking Distance is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point at each school site. The "designated point" is a point on the curb in the parking lot closest to the front door of the building except for Holland Hill and Tomlinson which will be a point on the curb on the road closest to the front door of the building. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

Bus Stop is a geographical location designated by the Board of Education or a designated administrator where pupils can safely wait for the purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation grades K-12, which cause school buses to enter cul-de-sacs; unless this provision results in students walking greater than the established distance for their grade level. ***Bus pick up/drop off times and routes may change during the school year in connection with the COVID-19 Pandemic and changing public health conditions. The District will notify all parents and guardians in advance of such changes.***

Raised walk area or sidewalk means a portion of the landscaped right of way at least three (3) feet wide, usually parallel to the traffic lanes which, may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

Student is a child enrolled in the Fairfield Public Schools and/or a child for whom the Board of Education is required to provide bus transportation under either Connecticut General Statutes or the terms of this policy.

School bus transportation shall be provided for students living in excess of the following walking distances from their neighborhood schools:

- elementary $\frac{3}{4}$ mile;
- middle 1 mile; and
- high 1 $\frac{1}{2}$ mile.

Business and Non-Instructional Operations
Series C-19-COVID-19 Policies and Regulations

TRANSPORTATION (continued)

3541(b)/C-19.9(b)

Students living within the above referenced walking distances shall be provided school bus transportation if required by the applicable provision of Administrative Regulations 3541AR.

Students living within the established walking distances may be provided transportation on a space available basis in accordance with Administrative Regulations 3541AR, "Courtesy Rides."

The Fairfield Board of Education will not provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes or other requirements of state law such as vocational schools.

~~*The Board will request that parents volunteer to transport eligible students, without reimbursement, in order to reduce the number of students transported on buses to protect the health and safety of students and staff.*~~

Transportation Safety Advisors

This working group serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to school transportation safety.

Legal Reference:

- Connecticut General Statutes
- 10-186 Duties of local and regional boards of education
- 10-220 Duties of boards of education
- 14-275 Equipment and color of school buses
- 14-275a Use of standard school bus required, when
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Adopted 8/27/2004

Temporary Revision Adopted 9/8/2020

Business and Non-Instructional Operations
Series C-19-COVID-19 Policies and Regulations

**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION**

3541AR(a)/C-19.09AR(a)

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Bus Stop Schedules and Rider Eligibility

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ADMINISTRATIVE REGULATIONS ON TRANSPORTATION (continued)

3541AR(b)/C-19.09AR(b)

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The school administration and the bus company have reviewed all bus stops. In addition, many stops have been reviewed by the Board of Education's Transportation Safety Advisors.

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**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION (continued)**

3541AR(c)/C-19.09AR(c)

Hazardous Conditions (Section B continued)

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**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION (continued)**

3541AR(d)/C-19.09AR(d)

Hazardous Conditions (continued)

E. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks that carry moving trains during the hours that pupils are walking to or from school shall be deemed hazardous unless:

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Special Exceptions

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Transportation services for special education pupils shall be determined on an individual basis.

**ADMINISTRATIVE REGULATIONS ON
TRANSPORTATION (continued)**

3541AR(e)/C-19.09AR(e)

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The administration may grant an exception to any provision of these regulations wherein a particular condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

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The transportation contract contains a provision that financially penalizes the bus company when buses are substantially late. Schools and others should use the *Transportation: Deviation from Schedule Log Form* to notify the Fairfield Transportation Supervisor of any lateness that may result in a financial penalty to the bus company.

NOTE: These regulations are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 10-220c.

8/27/2004

Temporary Revision 8/25/2020

[illegible]

Fairfield Public Schools
Board of Education
Policy Guide

Students

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT **5141.25(a)**

The Fairfield Public Schools recognize that allergies may be life threatening. For this reason the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life-threatening allergens, to assist in the management of glycogen storage disease, and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her life threatening allergy(ies), or glycogen storage disease as developmentally appropriate. There is currently no cure for life-threatening allergies; there is only medication available for emergency response. The only way to prevent the symptoms of an allergic response is to prevent exposure to allergens, which will require understanding and effort on the part of the entire school community.

Best practice asks us to reduce students' exposure to known allergens in the learning environment, reinforcing a safe and inclusive environment for all students. When a student with life-threatening allergies is present in a school environment, cooperation and compliance is necessary at all levels: District, School, Classroom, Home. Each level has its role and responsibilities:

District:

- Shall clearly communicate district policy to all school leaders and parents and provide for training on food allergy awareness and the administration of medication to all applicable personnel.
- Shall monitor and evaluate all schools for compliance with district policy and follow up with all individuals for instances of policy violations.

School:

- Each school shall clearly communicate the needs of students with life-threatening food allergies to their school community through letters to classroom communities and their families and of district and school expectations of compliance.
- Schools leaders shall inform PTA leaders of the need for safety and inclusion in all school sponsored events.

Classroom:

- Peers shall be educated as to the individualized safety and inclusion needs of fellow students.
- Expectations of compliance shall be clearly communicated to staff, students and their families.

Students

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT

5141.25(b)

Home:

- Families should be educated on food allergy awareness and how to comply with safety requests for students with life-threatening allergies.
- Families should make every effort possible to ensure the safety of students with life-threatening food allergies when sending a snack into the learning environment.
- Students with life-threatening food allergies should know to never accept food from others and how to communicate their needs to staff and peers.
- Parents of students with life-threatening allergies shall help their student access developmentally appropriate self-advocacy skills. Parents may choose to collaborate with schools on these skills.

To this end, the Fairfield Public Schools adopt the following protocols related to the management of life threatening allergies for students enrolled in district schools.

I. Identifying Students with Life-Threatening Allergies

- A. Early identification of students with life-threatening allergies is vital to the effective implementation of this policy. The district therefore requests parents/guardians of children with life-threatening allergy(ies) to promptly notify the school in writing of the allergy(ies).
- B. Upon receipt of parent written notification that their child has been diagnosed with food allergy(ies) and/or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 - 1. Written authorization to obtain detailed written medical information on the child's condition from the physician;
 - 2. Written consent to administer or self-administer medications during the school day, as applicable in accordance with the District's Administration of Medication Policy;
 - 3. An Emergency Care Plan and Treatment Authorization ("Emergency Care Plan") completed and signed by their child's licensed health care provider and signed by the parent;
 - 4. Any medications necessary to treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
 - 5. A description of the student's past allergic reactions, including triggers and warning signs;
 - 6. Current emergency contact information and prompt notice of any updates;
 - 7. A description of the student's emotional response to the condition and the need for intervention; and
 - 8. Recommendations on age-appropriate ways to include the student in planning or care.

Students

**STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE
THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE
MANAGEMENT**

5141.25(c)

- C. **Suspected Allergies:** In the event the School Nurse suspects that a student has a food allergy or other life threatening allergy(ies), the school shall provide the parent/guardian written notification and request for the student to be evaluated by a physician.
- D. **Non-Cooperation:** If the parent/guardian of a student with known or suspected food allergy(ies) or other life threatening allergy(ies) fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), the school shall implement an Emergency Care Plan stating to call 911 immediately upon recognition of symptoms along with sending written notification to the parent/guardian of the student's ECP.

II. Individualized Health Care Plans and Emergency Care Plans

- A. If the District is notified pursuant to Section I of this policy that child has life-threatening allergy(ies), the district shall develop an individualized health care plan (IHCP) for the child.
- B. The IHCP shall be developed by the parents/guardians, student, if appropriate, school nurse, and appropriate school personnel. Such personnel may include, but are not limited to, school or food service administrator(s) and classroom teacher(s). The school may also consult with the town medical advisor, as needed.
- C. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the student's risk for exposure, such as considerations regarding:
 - 1. Classroom environment, including allergy free considerations;
 - 2. Cafeteria safety;
 - 3. Participation in school nutrition programs;
 - 4. Snacks;
 - 5. Alternatives to food rewards or incentives;
 - 6. Hand-washing;
 - 7. Location of emergency medication;
 - 8. Risk management during lunch and recess times;
 - 9. Special events;

Students

**STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE
THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE
MANAGEMENT**

5141.25(d)

10. Field trips.
 11. Extracurricular activities;
 12. School transportation;
 13. Staff notification; and
 14. Transitions to new classrooms, grades and/or buildings.
- D. As part of the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life-threatening food allergy. The ECP describes the specific directions about what to do in a medical emergency. The ECP should include the following information, as appropriate:
1. The child's name and other identifying information, such as date of birth, grade and photo;
 2. The child's specific allergy(ies);
 3. The child's signs and symptoms of an allergic reaction;
 4. The medication, if any, or other treatment to be administered in the event of exposure;
 5. The location and storage of the medication;
 6. Who will administer the medication (including self-administration options, as appropriate);
 7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 8. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 9. Emergency contact information for the parents/family and medical provider.
- E. The IHCP shall be reviewed annually, or upon receipt of new medical information, and/or in the event of an anaphylactic reaction in school.
- F. An individualized health care plan and glycogen storage disease action plan shall also be developed for any student with glycogen storage disease. Such plan shall include, but is not limited to, the provision of food or dietary supplements by the school nurse or by an employee approved by the school nurse to a student with glycogen storage disease. Such plan may not prohibit a parent/guardian, or a person they so designate, from providing food or dietary supplements to the affected student on school grounds during the school day.
- G. The IHCP and ECP shall be disseminated to all school staff who supervise the student during the school day and at school sponsored activities or are responsible for the provision of food to the student. Plan distribution includes, but is not limited to, the students' teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, school case managers, custodial staff, student aides and the parents/guardians of the student.

Students

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT

5141.25(e)

III. Referral to Section 504 and IDEA

In addition to having an IHCP, a student with a life-threatening allergy or glycogen storage disease (GSD) may also be eligible under Section 504 of the Rehabilitation Act if the student has a disability that substantially limits a major life activity or under the Individuals with Disabilities Education ACT (IDEA) if the student has a qualifying disability that adversely impacts the student's education and causes the student to need specialized instruction. The team responsible for the IHCP shall refer the student under Section 504 or the IDEA as appropriate. Eligibility under either Section 504 or IDEA must be considered on a case-by-case basis given each student's unique situation.

IV. Training/Education

- A. All school personnel will be educated on how to recognize symptoms of allergic reactions, preventative strategies to minimize a child's risk of exposure to life-threatening allergies, and what to do in the event of an emergency. Staff education will be coordinated by the principal and school nurse, utilizing a consistent District training module supported by the town Director of Health. Any such training regarding the administration of medication shall be done in accordance with District Policy and State Law.
- B. The District shall offer training consistent with District Policy #5141.21 Protocol for Administration of Emergency Medications by Non-nursing Personnel.
- C. The District shall provide each school with consistent and age-appropriate information for students about food allergies, how to recognize symptoms of an allergic reaction and the importance of adhering to the school's policies regarding food and snacks, as well as the development of empathy, understanding, and tolerance for individuals with life-threatening allergies and glycogen storage disease. The principal shall coordinate the delivery of this educational information with building staff.

V. Prevention

- A. A District-wide, multi-disciplinary team will develop a Pre-K-12 Management Plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-threatening Food Allergies and Glycogen Storage Disease. The District-wide team shall factor into the plan the developmental and psychological needs of all students.
- B. The District-wide, multi-disciplinary team will annually review the Management Plan, Procedures, and Guidelines.

Students

**STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE
THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE
MANAGEMENT**

5141.25(f)

C. Food in Schools - Elementary

1. Peanut and tree nuts cause the most allergic reactions in elementary classrooms. Parents/guardians sending snacks from home for consumption in the classroom must be mindful of this heightened risk and those snacks must not contain peanuts and/or tree nuts. The District, in partnership with school staff, shall counsel all parents against providing children with food items containing tree nuts and peanuts to consume as classroom snacks; all stakeholders share in the responsibility of keeping children safe in the classroom by complying with this policy.
2. The multi-disciplinary team shall include in the Pre-K-12 Management Plan:
 - a. A voluntary, suggested snack list for parents who would like guidance on identifying nut-free snacks for their children
 - b. An intervention plan for students who bring nut-containing snacks to the Classroom
3. All in school celebrations shall be food free.
4. All elementary schools will designate food free zones, including the Library, Computer Lab, Music Room, Art Room, Gym, Stage, and Science Room.
5. All elementary classrooms will provide hand wipes for mandated use for students to use after snack if hand washing is not available. Students will be required to remain at their desks while eating snacks to contain the spread of allergens.
6. All desks will be cleaned with soap and water, wipes, or other approved cleaning agents after snacks are eaten in the classroom.
7. All cafeteria tables will be cleaned with soap and water or other approved cleaning agents after each use.
8. Community/PTA use of elementary school facilities:
 - a. No food is allowed in any classroom;
 - b. Any event in which food will be served or consumed must be held in the school cafeteria or outdoors;
 - c. Outside organizations are encouraged to serve only nut-free food items and consult the suggested food list referenced on the District's website when selecting food to be served in the cafeteria or outdoors.
 - d. All outside organizations shall receive notice of the Prevention Section of this policy when reserving school facilities.

Students

**STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE
THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE
MANAGEMENT**

5141.25(g)

D. Food in Schools – Generally

1. Peanuts and tree nuts and substances containing peanuts and tree nuts must not be present in or used in any classroom for any purpose, including but not limited to curricular activities, class projects, arts, crafts, science experiments, food for laboratory or other classroom work.
2. Effective September 1, 2015, if a clearly noncompliant food is present in a classroom or restricted area, the noncompliant food will be removed from the classroom or restricted area.

VI. Communication

- A. The school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life-threatening allergic condition. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.
- B. The school administrative staff and school nurse shall communicate annually to all school personnel the availability of training regarding Policy #5141.21, Protocol for the Administration of Emergency Medications by Non-nursing Personnel.
- C. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
- D. The District shall develop standardized letters to be sent home to parents introducing, explaining and enforcing the District's food allergy policy and protocols.
- E. Beginning with the school year 2015-2016, the District shall annually, not later than October 1, provide notice to parents of the Plan for the Management of Severe and Life-Threatening Allergies, Including Food Allergies, and
 1. Make the plan available on the District's Website and/or the websites of each school under the District's jurisdiction;
 2. Provide notice of such plan in conjunction with the annual written statement provided to parents and guardians as required by subsection (b) of section 10-231c of the Connecticut General Statutes.

Students

**STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE
THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE
MANAGEMENT**

5141.25(h)

- F. The District shall annually update its resources for voluntary, suggested snack alternatives for families.
- G. All communication, written or verbal, shall be compliant with the Family Education Rights and Privacy Act.

VII. Monitoring the District's Plan, Procedures, and Guidelines

The District shall conduct periodic assessments of its Food Allergy Management Plan, Procedures, and Guidelines. Such assessments shall occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records.
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-212a Administrations of medications in schools
10-212c Life threatening food allergies; Guidelines; district plans
10-212a(d) Administration of medications in schools by a paraprofessional.
10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198)
10-220i Transportation of students carrying cartridge injectors
10-231c Pesticide application at schools
19a-900 Use of cartridge injectors by staff members of before or after school programs, day camp or day care facility.
52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection
The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.
Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006) Federal Legislation

Students

**STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE
THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE
MANAGEMENT (continued)**

5141.25(i)

Legal Reference: Connecticut General Statutes (continued)

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)

Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.)

The Family Education Rights and Privacy Act of 1974 (FERPA)

Land v. Baptist Medical Center, 164F3d423 (8th Cir. 1999)

The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.

FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.

P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.

Adopted 8/27/2004

Revised and Adopted 3/10/2015

Students

ADMINISTRATIVE REGULATIONS ON STUDENTS WITH SPECIAL HEALTH CARE NEEDS LIFE-THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT

5141.25AR

Per Policy 5141.25, Section V, a district-wide, multi-disciplinary team convened in May of 2015 to review and clarify sections of this policy and in the spring of 2017 to assess the effectiveness of the implementation of this Policy and write revisions as necessary. These regulations are the direct result of recommendations from this Team, which consisted of district and school administrators, teachers, parents and students (some of whom have life-threatening allergies referenced in the policy).

As of the spring of 2017, no cleaning wipe has been identified and approved by the Town of Fairfield Health Department, that is: 1) proven effective at removing peanut/tree nut allergens, and 2) safe for student use on a daily basis for 182 school days. After a substantial amount of research by the Town of Fairfield Health Department, in consultation with the State of Connecticut Department of Public Health, we have found that wipes effective at removing allergens contain harmful ingredients such as alcohol. Until such time when a wipe that meets both of these criteria can be identified and endorsed by the Town of Fairfield Health Department, wipes are not recommended by this committee to be used in place of hand washing with soap and water.

The goal of this policy is to educate staff, students, and parents about the dangers of food allergens and to support tolerance for individual differences. In August or September of each school year, all staff and students shall be trained with age appropriate information for students about food allergies, how to recognize the symptoms of an allergic reaction and the importance of adhering to the District's policy on food and snacks in schools. The training shall also include information to develop empathy, understanding, and tolerance for individuals with life-threatening allergies. Delivery of this training will be coordinated by the school nurse and building principal. In addition, each year the District will offer training in the administration of medications by non-nursing personnel. Each school will develop a way of training substitute teachers and student teachers about this policy.

In all schools across the district, all classrooms are considered to be peanut and tree nut free. This means that students bringing snacks to be eaten in the classroom must adhere to peanut and tree nut free snacks. Parents sending snacks from home must be informed of this policy and should read labels carefully to ensure foods to be consumed in the classroom are peanut and tree nut free. The district's food service provider will provide a link on their website to a list of foods that are peanut and tree nut free, as well as indicating other foods free of other food allergens. Should any staff member choose to provide food in the classroom during school hours, those

Students

ADMINISTRATIVE REGULATIONS ON STUDENTS WITH SPECIAL HEALTH CARE NEEDS LIFE-THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT (continued)

5141.25AR

food items must be provided by the District's food service provider to ensure the absence of peanuts and tree nuts and to be consistent with the contract between FPS and the food service provider. Under no circumstances should in-class school celebrations include food sent from home.

All schools must designate and enforce food free zones, including the Library, Computer Lab, Music Room, Art, Room, Science Room, Gym, Stage, and Auditorium. For any organization using the school facilities, including the PTA, no food is allowed in the classrooms. Any event sponsored by an outside organization or by the PTA in which food is to be served must be held in the school cafeteria or outdoors. In addition, staff must not use or allow the use of peanuts or tree nuts in the classroom for any purpose, including but not limited to classroom projects, art or science projects or experiments, or for extra-curricular activities.

At all times when students are allowed to consume food in the classroom, students should be required to remain seated while eating, keep hands to themselves, and never share food with another student; and, where practical, students may wash hands with soap and water after eating. In addition, after eating in the classroom, all desks must be cleaned with a "green" cleaning solution.

At the elementary level, if a student brings an obviously non-compliant snack to the classroom, then the teacher must ensure that the student is eating in a space removed from other students, and use the incident as a "teachable moment" with the student. Under no circumstance should food be taken from a student. The teacher will contact the parent about the non-compliant snack. After repeated contact by the teacher to the parent, the school's principal will send a letter to the parent and/or meet with the parent at school.

At the secondary level, students may be in possession of food containing peanuts or tree nuts, kept in a backpack or similar item, provided that such food is not consumed in the classroom or spaces designated as food-free by this Policy. In the secondary classroom, the teacher is the first line of compliance. If a student is not compliant after a warning from a teacher, then the student is referred to the dean or administration for discipline consistent with the school's Code of Conduct. Such student would be required to wash hands and use the "green cleaner" for the desk. Repeat offenders will be subject to further discipline and parents will be informed if the non-compliance reaches the level where school discipline is required.

Students

**ADMINISTRATIVE REGULATIONS ON
STUDENTS WITH SPECIAL HEALTH CARE NEEDS
LIFE-THREATENING ALLERGIES AND GLYCOGEN
STORAGE DISEASE MANAGEMENT (continued)**

5141.25AR

The high school Family and Consumer Science program is excepted from the peanut/tree nut prohibition, because 1) such ingredients are integral to the departmental curriculum as approved by the Fairfield Board of Education and 2) staff have successfully undertaken extra precautions to ensure that students with life-threatening allergies successfully access these courses.

Teachers will be encouraged to eat in the cafeteria or faculty-only space. “Green” cleaning solution will be available in these areas.

8/27/2004
Revised 10/16/2012
Revised 8/21/2015
Revised 6/15/2017

Students

Series C-19-COVID-19 Policies and Regulations

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT

5141.25(a)/C.19.10(a)

Temporary amendments related to the COVID-19 Pandemic have been made to this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

The Fairfield Public Schools recognize that allergies may be life threatening. For this reason the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life-threatening allergens, to assist in the management of glycogen storage disease, and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her life threatening allergy(ies), or glycogen storage disease as developmentally appropriate. There is currently no cure for life-threatening allergies; there is only medication available for emergency response. The only way to prevent the symptoms of an allergic response is to prevent exposure to allergens, which will require understanding and effort on the part of the entire school community.

Best practice asks us to reduce students' exposure to known allergens in the learning environment, reinforcing a safe and inclusive environment for all students. When a student with life-threatening allergies is present in a school environment, cooperation and compliance is necessary at all levels: District, School, Classroom, Home. Each level has its role and responsibilities:

District:

- Shall clearly communicate district policy to all school leaders and parents and provide for training on food allergy awareness and the administration of medication to all applicable personnel.
- Shall monitor and evaluate all schools for compliance with district policy and follow up with all individuals for instances of policy violations.

School:

- Each school shall clearly communicate the needs of students with life-threatening food allergies to their school community through letters to classroom communities and their families and of district and school expectations of compliance.
- Schools leaders shall inform PTA leaders of the need for safety and inclusion in all school sponsored events.

Students

Series C-19-COVID-19 Policies and Regulations

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(b)/C.19.10(b)

Classroom:

- Peers shall be educated as to the individualized safety and inclusion needs of fellow students.
- Expectations of compliance shall be clearly communicated to staff, students and their families.

Home:

- Families should be educated on food allergy awareness and how to comply with safety requests for students with life-threatening allergies.
- Families should make every effort possible to ensure the safety of students with life-threatening food allergies when sending a snack into the learning environment.
- Students with life-threatening food allergies should know to never accept food from others and how to communicate their needs to staff and peers.
- Parents of students with life-threatening allergies shall help their student access developmentally appropriate self-advocacy skills. Parents may choose to collaborate with schools on these skills.

To this end, the Fairfield Public Schools adopt the following protocols related to the management of life threatening allergies for students enrolled in district schools.

I. Identifying Students with Life-Threatening Allergies

- A. Early identification of students with life-threatening allergies is vital to the effective implementation of this policy. The district therefore requests parents/guardians of children with life-threatening allergy(ies) to promptly notify the school in writing of the allergy(ies).
- B. Upon receipt of parent written notification that their child has been diagnosed with food allergy(ies) and/or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 - 1. Written authorization to obtain detailed written medical information on the child's condition from the physician;
 - 2. Written consent to administer or self-administer medications during the school day, as applicable in accordance with the District's Administration of Medication Policy;
 - 3. An Emergency Care Plan and Treatment Authorization ("Emergency Care Plan") completed and signed by their child's licensed health care provider and signed by the parent;
 - 4. Any medications necessary to treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
 - 5. A description of the student's past allergic reactions, including triggers and warning signs;
 - 6. Current emergency contact information and prompt notice of any updates;
 - 7. A description of the student's emotional response to the condition and the need for intervention; and

Students

Series C-19-COVID-19 Policies and Regulations

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(c)/C.19.10(c)

8. Recommendations on age-appropriate ways to include the student in planning or care.
- C. **Suspected Allergies:** In the event the School Nurse suspects that a student has a food allergy or other life threatening allergy(ies), the school shall provide the parent/guardian written notification and request for the student to be evaluated by a physician.
- D. **Non-Cooperation:** If the parent/guardian of a student with known or suspected food allergy(ies) or other life threatening allergy(ies) fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), the school shall implement an Emergency Care Plan stating to call 911 immediately upon recognition of symptoms along with sending written notification to the parent/guardian of the student's ECP.

II. Individualized Health Care Plans and Emergency Care Plans

- A. If the District is notified pursuant to Section I of this policy that child has life-threatening allergy(ies), the district shall develop an individualized health care plan (IHCP) for the child.
- B. The IHCP shall be developed by the parents/guardians, student, if appropriate, school nurse, and appropriate school personnel. Such personnel may include, but are not limited to, school or food service administrator(s) and classroom teacher(s). The school may also consult with the town medical advisor, as needed.
- C. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the student's risk for exposure, such as considerations regarding:
 1. Classroom environment, including allergy free considerations;
 2. Cafeteria safety;
 3. Participation in school nutrition programs;
 4. Snacks;
 5. Alternatives to food rewards or incentives;
 6. Hand-washing;
 7. Location of emergency medication;
 8. Risk management during lunch and recess times;
 9. Special events;

Students

Series C-19-COVID-19 Policies and Regulations

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(d)/C.19.10(d)

10. Field trips;
 11. Extracurricular activities;
 12. School transportation;
 13. Staff notification; and
 14. Transitions to new classrooms, grades and/or buildings.
- D. As part of the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life-threatening food allergy. The ECP describes the specific directions about what to do in a medical emergency. The ECP should include the following information, as appropriate:
1. The child's name and other identifying information, such as date of birth, grade and photo;
 2. The child's specific allergy(ies);
 3. The child's signs and symptoms of an allergic reaction;
 4. The medication, if any, or other treatment to be administered in the event of exposure;
 5. The location and storage of the medication;
 6. Who will administer the medication (including self-administration options, as appropriate);
 7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 8. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 9. Emergency contact information for the parents/family and medical provider.
- E. The IHCP shall be reviewed annually, or upon receipt of new medical information, and/or in the event of an anaphylactic reaction in school.
- F. An individualized health care plan and glycogen storage disease action plan shall also be developed for any student with glycogen storage disease. Such plan shall include, but is not limited to, the provision of food or dietary supplements by the school nurse or by an employee approved by the school nurse to a student with glycogen storage disease. Such plan may not prohibit a parent/guardian, or a person they so designate, from providing food or dietary supplements to the affected student on school grounds during the school day.
- G. The IHCP and ECP shall be disseminated to all school staff who supervise the student during the school day and at school sponsored activities or are responsible for the provision of food to the student. Plan distribution includes, but is not limited to, the students' teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, school case managers, custodial staff, student aides and the parents/guardians of the student.

Students

Series C-19-COVID-19 Policies and Regulations

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(e)/C.19.10(e)

III. Referral to Section 504 and IDEA

In addition to having an IHCP, a student with a life-threatening allergy or glycogen storage disease (GSD) may also be eligible under Section 504 of the Rehabilitation Act if the student has a disability that substantially limits a major life activity or under the Individuals with Disabilities Education ACT (IDEA) if the student has a qualifying disability that adversely impacts the student's education and causes the student to need specialized instruction. The team responsible for the IHCP shall refer the student under Section 504 or the IDEA as appropriate. Eligibility under either Section 504 or IDEA must be considered on a case-by-case basis given each student's unique situation.

IV. Training/Education

- A. All school personnel will be educated on how to recognize symptoms of allergic reactions, preventative strategies to minimize a child's risk of exposure to life-threatening allergies, and what to do in the event of an emergency. Staff education will be coordinated by the principal and school nurse, utilizing a consistent District training module supported by the town Director of Health. Any such training regarding the administration of medication shall be done in accordance with District Policy and State Law.
- B. The District shall offer training consistent with District Policy #5141.21 Protocol for Administration of Emergency Medications by Non-nursing Personnel.
- C. The District shall provide each school with consistent and age-appropriate information for students about food allergies, how to recognize symptoms of an allergic reaction and the importance of adhering to the school's policies regarding food and snacks, as well as the development of empathy, understanding, and tolerance for individuals with life-threatening allergies and glycogen storage disease. The principal shall coordinate the delivery of this educational information with building staff.

V. Prevention

- A. A District-wide, multi-disciplinary team will develop a Pre-K-12 Management Plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-threatening Food Allergies and Glycogen Storage Disease. The District-wide team shall factor into the plan the developmental and psychological needs of all students.
- B. The District-wide, multi-disciplinary team will annually review the Management Plan, Procedures, and Guidelines.

Students

Series C-19-COVID-19 Policies and Regulations

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(f)/C.19.10(f)

C. Food in Schools - Elementary

1. a. Peanut and tree nuts cause the most allergic reactions in elementary classrooms. Parents/guardians sending snacks from home for consumption in the classroom must be mindful of this heightened risk and those snacks must not contain peanuts and/or tree nuts. The District, in partnership with school staff, shall counsel all parents against providing children with food items containing tree nuts and peanuts to consume as classroom snacks; all stakeholders share in the responsibility of keeping children safe in the classroom by complying with this policy.
- b. ***All lunches eaten in classrooms must be school-prepared.***
2. The multi-disciplinary team shall include in the Pre-K-12 Management Plan:
 - a. A voluntary, suggested snack list for parents who would like guidance on identifying nut-free snacks for their children
 - b. An intervention plan for students who bring nut-containing snacks to the Classroom
3. All in school celebrations shall be food free.
4. All elementary schools will designate food free zones, including the Library, Computer Lab, Music Room, Art Room, Gym, Stage, and Science Room.
5. All elementary classrooms will provide hand wipes for mandated use for students to use after snack if hand washing is not available. Students will be required to remain at their desks while eating snacks to contain the spread of allergens.
6. All desks will be cleaned with soap and water, wipes, or other approved cleaning agents after snacks are eaten in the classroom. ***In the event of the COVID-19 Pandemic, elementary students may eat lunch in their classrooms and/or other designated lunch areas (such as a gymnasium) instead of the cafeteria. All eating surfaces in the classroom and/or other designated lunch area will be cleaned in accordance with this policy.***
7. All cafeteria tables will be cleaned with soap and water or other approved cleaning agents after each use.
8. Community/PTA use of elementary school facilities:
 - a. No food is allowed in any classroom;
 - b. Any event in which food will be served or consumed must be held in the school cafeteria or outdoors;
 - c. Outside organizations are encouraged to serve only nut-free food items and consult

the suggested food list referenced on the District's website when selecting food to be served in the cafeteria or outdoors.

Students

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STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(g)/C.19.10(g)

- d. All outside organizations shall receive notice of Prevention Section of this policy when reserving school facilities.

D. Food in Schools – Generally

1. Peanuts and tree nuts and substances containing peanuts and tree nuts must not be present in or used in any classroom for any purpose, including but not limited to curricular activities, class projects, arts, crafts, science experiments, food for laboratory or other classroom work.
2. Effective September 1, 2015, if a clearly noncompliant food is present in a classroom or restricted area, the noncompliant food will be removed from the classroom or restricted area.
3. ***No eating may take place in middle and high school general classrooms.***

VI. Communication

- A. The school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life-threatening allergic condition. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.
- B. The school administrative staff and school nurse shall communicate annually to all school personnel the availability of training regarding Policy #5141.21, Protocol for the Administration of Emergency Medications by Non-nursing Personnel.
- C. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
- D. The District shall develop standardized letters to be sent home to parents introducing, explaining, and enforcing the District's food allergy policy and protocols.
- E. Beginning with the school year 2015-2016, the District shall annually, not later than October 1, provide notice to parents of the Plan for the Management of Severe and Life-Threatening Allergies, Including Food Allergies, and
 1. Make the plan available on the District's Website and/or the websites of each school under the District's jurisdiction;
 2. Provide notice of such plan in conjunction with the annual written statement provided to

parents and guardians as required by subsection (b) of section 10-231c of the Connecticut General Statutes.

Students

Series C-19-COVID-19 Policies and Regulations

STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(h)/C.19.10(h)

- F. The District shall annually update its resources for voluntary, suggested snack alternatives for families.
- G. All communication, written or verbal, shall be compliant with the Family Education Rights and Privacy Act.

VII. Monitoring the District's Plan, Procedures, and Guidelines

The District shall conduct periodic assessments of its Food Allergy Management Plan, Procedures, and Guidelines. Such assessments shall occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records.
10-154a Professional communications between teacher or nurse and student.
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10-212a Administrations of medications in schools
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52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection
The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.
Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006) Federal Legislation

Students

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STUDENTS WITH SPECIAL HEALTH CARE NEEDS – LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT B (continued)

5141.25(i)/C.19.10(i)

Legal Reference: Connecticut General Statutes (continued)

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)

Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.

The Family Education Rights and Privacy Act of 1974 (FERPA)

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The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.

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P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.

Adopted 8/27/2004

Revised and Adopted 3/10/2015

Temporary Revision Adopted 9/8/2020, 12/8/2020

Students

Series C-19-COVID-19 Policies and Regulations

ADMINISTRATIVE REGULATIONS ON STUDENTS WITH SPECIAL HEALTH CARE NEEDS LIFE-THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT

5141.25AR/C-19.10 AR

Per Policy 5141.25, Section V, a district-wide, multi-disciplinary team convened in May of 2015 to review and clarify sections of this policy and in the spring of 2017 to assess the effectiveness of the implementation of this Policy and write revisions as necessary. These regulations are the direct result of recommendations from this Team, which consisted of district and school administrators, teachers, parents and students (some of whom have life-threatening allergies referenced in the policy).

As of the spring of 2017, no cleaning wipe has been identified and approved by the Town of Fairfield Health Department, that is: 1) proven effective at removing peanut/tree nut allergens, and 2) safe for student use on a daily basis for 182 school days. After a substantial amount of research by the Town of Fairfield Health Department, in consultation with the State of Connecticut Department of Public Health, we have found that wipes effective at removing allergens contain harmful ingredients such as alcohol. Until such time when a wipe that meets both of these criteria can be identified and endorsed by the Town of Fairfield Health Department, wipes are not recommended by this committee to be used in place of hand washing with soap and water.

The goal of this policy is to educate staff, students, and parents about the dangers of food allergens and to support tolerance for individual differences. In August or September of each school year, all staff and students shall be trained with age appropriate information for students about food allergies, how to recognize the symptoms of an allergic reaction and the importance of adhering to the District's policy on food and snacks in schools. The training shall also include information to develop empathy, understanding, and tolerance for individuals with life-threatening allergies. Delivery of this training will be coordinated by the school nurse and building principal. In addition, each year the District will offer training in the administration of medications by non-nursing personnel. Each school will develop a way of training substitute teachers and student teachers about this policy.

In all schools across the district, all classrooms are considered to be peanut and tree nut free. This means that students bringing snacks to be eaten in the classroom must adhere to peanut and tree nut free snacks. Parents sending snacks **and lunch** from home must be informed of this policy and should read labels carefully to ensure foods to be consumed in the **school** are peanut and tree nut free. The district's food service provider will provide a link on their website to a list of foods that are peanut and tree nut free, as well as indicating other foods free

Students

ADMINISTRATIVE REGULATIONS ON STUDENTS WITH SPECIAL HEALTH CARE NEEDS LIFE-THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT (continued)

5141.25AR/C-19.10 AR

of other food allergens. Should any staff member choose to provide food in the classroom during school hours, those food items must be provided by the District's food service provider to ensure the absence of peanuts and tree nuts and to be consistent with the contract between FPS and the food service provider. Under no circumstances should in-class school celebrations include food sent from home.

All schools must designate and enforce food free zones, including the Library, Computer Lab, Music Room, Art, Room, Science Room, Gym, Stage, and Auditorium. For any organization using the school facilities, including the PTA, no food is allowed in the classrooms. Any event sponsored by an outside organization or by the PTA in which food is to be served must be held in the school cafeteria or outdoors. In addition, staff must not use or allow the use of peanuts or tree nuts in the classroom for any purpose, including but not limited to classroom projects, art or science projects or experiments, or for extra-curricular activities.

At all times when students are allowed to consume food in the classroom, students should be required to remain seated while eating, keep hands to themselves, and never share food with another student; and, where practical, students may wash hands with soap and water after eating. In addition, after eating in the classroom, all desks must be cleaned with a "green" cleaning solution.

At the elementary level, if a student brings an obviously non-compliant snack to the classroom, then the teacher must ensure that the student is eating in a space removed from other students, and use the incident as a "teachable moment" with the student. Under no circumstance should food be taken from a student. The teacher will contact the parent about the non-compliant snack. After repeated contact by the teacher to the parent, the school's principal will send a letter to the parent and/or meet with the parent at school.

At the secondary level, students may be in possession of food containing peanuts or tree nuts, kept in a backpack or similar item, provided that such food is not consumed in the classroom or spaces designated as food-free by this Policy. In the secondary classroom, the teacher is the first line of compliance. If a student is not compliant after a warning from a teacher, then the student is referred to the dean or administration for discipline consistent with the school's Code of Conduct. Such student would be required to wash hands and use the "green cleaner" for the desk. Repeat offenders will be subject to further discipline and parents will be informed if the non-compliance reaches the level where school discipline is required.

Students

ADMINISTRATIVE REGULATIONS ON STUDENTS WITH SPECIAL HEALTH CARE NEEDS LIFE-THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE MANAGEMENT (continued)

5141.25AR/C-19.10 AR

The high school Family and Consumer Science program is excepted from the peanut/tree nut prohibition, because 1) such ingredients are integral to the departmental curriculum as approved by the Fairfield Board of Education and 2) staff have successfully undertaken extra precautions to ensure that students with life-threatening allergies successfully access these courses.

Teachers will be encouraged to eat in the cafeteria or faculty-only space. "Green" cleaning solution will be available in these areas.

8/27/2004

Revised 10/16/2012

Revised 8/21/2015

Revised 6/15/2017

Temporary Revision

8/25/2020

Fairfield Public Schools
Board of Education
Policy Guide

Series C-19-COVID-19 Policies and Regulations

FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE C-19.3(a)

I. Statement of Policy

In light of the global pandemic, and pursuant to the recently passed Families First Coronavirus Response Act (“FFCRA”), the Fairfield Board of Education (the “Board”) is amending its policy on FMLA and adopting a sick leave policy as explained below. These amendments relate to the Emergency Paid Sick Leave Act (“EPSLA”) and the Emergency Family and Medical Leave Expansion Act (“EFMLEA”), and are effective from April 1, 2020 through December 31, 2020, or until further notice from the Board.

II. EPSLA & EFMLEA Leave

A. Qualifying Reasons for EPSLA and EFMLEA Leaves

Under the FFCRA, an employee qualifies for leave under the EPSLA if the employee is unable to work (or unable to telework) because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms *and* is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. The first two (2) weeks of EFMLEA leave are unpaid, while the remaining ten (10) weeks are paid as set forth below.

B. Duration of EPSLA and EFMLEA Leaves

For Qualifying Reasons (1)-(4) and (6): A full-time employee (individual working forty (40) hours per week) is eligible for eighty (80) hours of EPSLA

FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE (continued)

C-19.3(b)

leave. A part-time employee is eligible for the number of hours of EPSLA leave that the employee works on average over a two (2) week period.

For Qualifying Reason (5): A full-time employee (individual working forty (40) hours per week) is eligible for an aggregate total of up to twelve (12) weeks of EFMLEA leave, so long as the childcare need exists for the duration of leave. A part-time employee is eligible for such leave for the number of hours that the employee is normally scheduled to work over that period. Employees may use their EPSLA leave concurrently with the first two (2) weeks of unpaid EFMLEA leave.

C. Calculation of Pay for of EPSLA and EFMLEA Leaves

For EPSLA Leave Reasons (1), (2), or (3): Employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate.

For EPSLA Leave Reasons (4) or (6): Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

For EPSLA leave reason (5) and EFMLEA leave: Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate. While the first two (2) weeks of EFMLEA leave is unpaid, an employee may use paid EPSLA leave to receive compensation during that period. If the employee opts *not* to use EPSLA leave for this purpose, the employee would be eligible to receive \$200 per day and \$10,000 in the aggregate for weeks 3 through 12 of EFMLEA leave.

D. Determination of Eligibility Under a Qualifying Reason

Determination of an employee's eligibility for leave, including intermittent leave, will be made on a case-by-case basis and in accordance with the FFCRA, implementing regulations, and additional guidance provided by the United States Department of Labor.

III. EPSLA & EFMLEA Coordination with Other Leave

A. Sequence of Available Leaves

An employee may, but is not required to, use EPSLA leave during the first two (2) weeks of the unpaid portion of the EFMLEA leave period.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE (continued)

C-19.3(c)

B. EPSLA Leave Adds to Existing Leave Benefits

EPSLA leave is in addition to other accrued leave provided pursuant to the relevant collective bargaining agreement or Board policy.

C. Effect of Use of Prior Federal FMLA Qualifying Leave on Eligibility for EFMLEA Leave

An employee's eligibility for EFMLEA leave depends on how much FMLA leave the employee has already taken during the twelve (12) months immediately preceding the start of EFMLEA. Any employee employed by the Board for at least thirty (30) days may take a total of 12 workweeks for EFMLEA leave during the applicable period. If an eligible employee has taken some, but not all, of twelve (12) workweeks under the federal FMLA during the 12-month period immediately preceding a request for EFMLEA, the employee may take the remaining portion of leave available. If the eligible employee has already taken twelve (12) workweeks of federal FMLA leave during this 12-month period, the employee may not take additional EFMLEA leave.

IV. Required Documentation for EPSLA, EFMLEA, and FMLA Leaves

A. EPSLA Leave

- All employees seeking EPSLA leave must provide the following:
 - Employee's name;
 - Date(s) for which leave is requested;
 - Qualifying reason for leave; and
 - A statement that the employee is unable to work because of the qualified reason for leave. This statement may be oral or written.
- In addition, employees must provide the following depending on the reason for taking EPSLA leave:
 - If an employee is taking EPSLA leave due to a quarantine or isolation order, the employee must identify the governmental entity that issued the order.
 - If an employee is taking EPSLA leave because a health care provider advised the employee to self-quarantine, the employee must identify the health care provider.
 - If an employee is taking EPSLA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE (continued)
C-19.3(c)

B. EFMLEA Leave

- If an employee is taking EFMLEA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

C. Other FMLA Qualifying Leave

All existing certification requirements under the federal FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the federal FMLA. For example, if an employee is taking leave beyond the two (2) weeks of EPSLA leave because the employee's medical condition for COVID-19-related reasons rises to the level of a serious health condition, the employee must continue to provide medical certifications under the federal FMLA as required by the Board.

Legal Reference:

Families First Coronavirus Response Act, Pub. L. 116-127 §§3102, 5102, 134 Stat. 178 (2020).

Paid Leave Under the Families First Coronavirus Response Act, 29 CFR § 826 (2020).

Temporary Policy Adopted 9/8/2020

Fairfield Public Schools
Board of Education
Policy Guide

Instruction

SCHOOL CLOSING FOR EMERGENCY CONDITIONS

6114.6

Every attempt will be made to keep schools open according to the calendar approved by the Board of Education. However, there are times when emergency closing of schools is necessary.

Closing of schools, late opening, or early dismissal for inclement weather or emergency conditions will be decided by the Superintendent of Schools or designee based upon the best possible information available.

The Superintendent or designee will notify the building principals, the bus company, and the Maintenance Department as soon as a decision is reached. They will be responsible for informing their staff.

In the case of closing the schools for weather or emergencies, administrators and non-certified personnel should make every effort to reach their assigned duties as soon as roads are passable or the emergency condition is deemed safe by school administrators.

Emergency or discretionary leave may be used for those unable to reach a building unless the Superintendent or designee feels conditions are severe enough that all employees are dismissed from attending work.

Every effort should be made to notify employees of the status of opening, either by phone by posting on the Fairfield Public Schools web site, or through radio broadcasts.

Adopted 8/27/2004

Instruction

Series C-19-COVID-19 Policies and Regulations

SCHOOL CLOSING FOR EMERGENCY CONDITIONS

6114.6/C-19.11

Temporary amendments related to the COVID-19 Pandemic have been made to this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

Every attempt will be made to keep schools open according to the calendar approved by the Board of Education. However, there are times when emergency closing of schools is necessary.

Closing of schools, late opening, or early dismissal for inclement weather or emergency conditions will be decided by the Superintendent of Schools or designee based upon the best possible information available.

As provided by the State Board of Education the Superintendent may choose to treat “snow days” as a remote learning day (RLD) or as a day to be made up later in the school year. Remote learning days must meet the regulatory requirements of Adapt, Advance, Achieve, Addendum 12, and the Commissioner of Education’s letter to superintendents dated October 27, 2020, with a requirement of a minimum of 5 hours of direct instruction in secondary and 4.5 hours in elementary school.

A “snow day” is intended to limit student movement to and from school where conditions are deemed unsafe. A district “snow day” in the form of a remote learning day remains a work day for all faculty and staff. The Superintendent, with district leadership, will determine the work location for each staff member.

The Superintendent or designee will notify the building principals, the bus company, and the Maintenance Department as soon as a decision is reached. They will be responsible for informing their staff.

In the case of closing the schools for weather or emergencies, administrators and non-certified personnel should make every effort to reach their assigned duties as soon as roads are passable or the emergency condition is deemed safe by school administrators.

Emergency or discretionary leave may be used for those unable to reach a building unless the Superintendent or designee feels conditions are severe enough that all employees are dismissed from attending work.

Every effort should be made to notify employees of the status of opening, either by phone by posting on the Fairfield Public Schools web site, or through radio broadcasts.

Adopted 8/27/2004

Temporary Revision Adopted 1/12/2021

Instruction

Series C-19-COVID-19 Policies and Regulations

**ADMINISTRATIVE REGULATIONS ON
SCHOOL CLOSING FOR EMERGENCY CONDITIONS**

C-19.11

The Administrative Regulations below will be followed in the event of a Remote Learning Day.

Decision Making

- Time permitting, the Superintendent will network with their area superintendent group to engage in discussion and decision making related to a potential closure.
- To provide time for appropriate planning and access, when possible, Superintendents should analyze all available information to determine the extent of the closure the night before to prepare students, staff, and families.

Teaching and Learning

- Teachers should utilize learning management systems to deliver instruction through the daily learning plan to include taking attendance.
- In the event of a weather related closure, the FPS learning plan will align with the CSDE Addendum 12 Plan for Hybrid and Remote Instructional Guidance. The instructional day length of direct engaged learning will not be less than the allocated hours listed below of 4.5 hours for elementary and 5.0 hours for secondary with a 50/50 plan for synchronous and asynchronous delivery of learning.
- The student day should be organized around content specific learning outcomes for each block or period.
- Daily learning plans and schedules should be communicated by school leaders to families through the appropriate learning management system and other communication channels.
- There will not be extra-curricular activities or sports on Remote Learning Days.
- All Remote Learning Days (RLD) are considered a staff work day. All certified staff (administrators, teachers, etc.) are expected to be available by email or other forms of communication channels (learning management system) to support students who are engaged in daily learning plans. If the faculty or staff member cannot be available to learners, they should apply for the appropriate leave as they would on any regular scheduled school day.
- Consideration must be given to the number of students and faculty who may be under power or internet outage circumstances before declaring a RLD when closed for inclement weather.
- Staff should be able to respond to appropriate requests for student assistance during the duration of a RLD. These responses should be in the form of email or other acceptable forms of electronic communication and should be in a manner deemed to be timely by all parties involved.

1/19/2021



Connecticut State Department of Education
Bureau of Health/Nutrition, Family
Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

For state use only

Effective date: _____

Agreement numbers:

School programs _____

Child care centers _____

Adult day care centers _____

Day care homes _____

Summer food service _____

Authorized Signatures Change Form

Read the *Instructions for Completing the Authorized Signatures Change Form* before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include “Authorized Signatures Change Form” in the subject line of the e-mail.

This is to certify that on Insert date (day, month, year), as shown in the minutes of The Regular Meeting of the Fairfield Board of Education the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

- Signature 1:** The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

_____ <i>Signature</i>	_____ Michael Cummings
_____ Superintendent of Schools	_____ <i>Printed name</i>
_____ <i>Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner)</i>	_____ <i>Date</i>
_____ mcummings@fairfieldschools.org	_____ (203) 255-8371
_____ <i>E-mail</i>	_____ <i>Phone number</i>

- Signature 2:** In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

_____ <i>Signature</i>	_____ Courtney LeBoriosis
_____ Executive Director of Finance and Business Services	_____ <i>Printed name</i>
_____ <i>Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)</i>	_____ <i>Date</i>
_____ cleboriosis@fairfieldschools.org	_____ (203) 255-8383
_____ <i>E-mail</i>	_____ <i>Phone number</i>

- Signature 3:** The signature below certifies the above action.

_____ <i>Signature</i>	_____ Board of Education Secretary
	_____ <i>Title (secretary of corporation, town clerk, secretary of the board)</i>

This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. This institution is an equal opportunity provider.

Instructions for Completing the Authorized Signatures Change Form

The **ED-099 Agreement for Child Nutrition Programs** (Agreement) is the formal agreement between a sponsoring organization and the Connecticut State Department of Education (CSDE) to operate one or more of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. When the sponsoring organization's Agreement was approved, two originals were signed by the sponsoring organization and the CSDE. One original was returned to the sponsoring organization.

Page 4 of the Agreement designates representatives authorized to enter into an agreement with the CSDE and sign the claims for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both of the authorized signers will change periodically. The sponsoring organization **must** execute the *Authorized Signatures Change Form* whenever there is a change to either of the two authorized signers.

Claims for reimbursement are valid only when signed by authorized signers on file with the CSDE. Action by the board of education must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

The *Authorized Signatures Change Form* must include the information below.

- **Date** of the board meeting is when the governing body of the sponsoring organization took action to change one or both of the authorized signers.
- **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g. the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk, or secretary of the corporation).

Scan and e-mail the signed and dated *Authorized Signatures Change Form* to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

Please direct any questions to the CSDE's Child Nutrition Programs staff. Contact information is available in the CSDE's document, *Child Nutrition Staff and Responsibilities*.

Instructions for Completing the Authorized Signatures Change Form



For information on the Child Nutrition Programs, visit the Connecticut State Department of Education's (CSDE) [Child Nutrition Programs](#) webpage, or contact the [child nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signature_Change_Form_Instructions.pdf.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.