

# NEW MILFORD BOARD OF EDUCATION

New Milford Public Schools  
50 East Street  
New Milford, Connecticut 06776  
(860) 355-8406

## **POLICY SUB-COMMITTEE** **MEETING NOTICE**

**DATE:** May 18, 2010  
**TIME:** 6:30 P.M.  
**PLACE:** Lillis Administration Building, Rm. 2

### **AGENDA**

1. **Call to Order**
2. **Public Comment**

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

3. **Discussion and Possible Action Items**
  - A. Policy 5113 Admission/Excuses/Dismissal/Truancy
  - B. Policy 9130 Board Committees
  - C. Policy 5000 Equal Educational Opportunity
  - D. Policy 5010 Concepts and Roles in Student Policies
4. **Items of Information**
  - A. Regulation 5113 Admission and Excuses
5. **Adjourn**

**Sub-Committee Members:** Mrs. Nancy Tarascio-Latour, Chair  
Mrs. Lynette Celli Rigdon  
Mr. David A. Lawson  
Mrs. Alexandra Thomas

**Alternates:** Mr. Daniel W. Nichols  
Mr. Bill Wellman

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION</b> <i>Bold italicized</i> language constitutes an addition <del>Stricken</del> language constitutes a deletion</p>
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**5113(a)**

## **Students**

### **Admission/Excuses/Dismissal/Truancy**

#### **Attendance**

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The attendance policy is intended to promote student success.

The New Milford Board of Education requires parents to ensure that their children attend school regularly during the hours and terms the public schools are in session.

Regular attendance at school is not only required by state law, but is an integral component in student success and a matter of self-discipline which will prove important later in life. Class time is an invaluable opportunity for students and teachers to interact with each other and exchange ideas. It is also the forum for a wide range of learning opportunities which cannot be duplicated outside of the classroom. Therefore, in order to avail themselves of the maximum opportunity for learning, students need to be present in each and every class.

The success of a student is determined by the cooperative effort of the student, parents, school, and the community. Failure of these groups to live up to their responsibilities can result in failure for the student. For this reason, responsibilities must be clearly defined and followed.

The procedures and regulations shall be in accordance with Board policy and Connecticut State law. The Superintendent shall insure that administrative procedures and disciplinary actions for student attendance will be contained in each student/parent handbook.

Procedures and regulations shall be maintained and implemented for the schools to provide age-appropriate measures which promote regular and punctual attendance. Schools that share the same grade levels shall have the same procedures and regulations. The procedures and regulations shall clearly define the responsibilities of parents and students regarding attendance in class and school, tardiness, early dismissal, completion of missed work, and other areas which affect the classroom learning experience.

The Principal will give annual written notice to parents/guardian of their obligations according to Connecticut General Statute 10-184. At the beginning of each academic year -- or, in the case of students who enroll during the school year, at the time of enrollment -- the school district will require from the parents/guardians a telephone number where they can be contacted during the school day (i.e. from first bell to dismissal).

The official school day, during which all students are the responsibility of the high school, begins when the student either boards a school bus to come to school or otherwise when the student arrives on campus for the day. Students may neither get off the bus prior to arrival at school nor may they leave campus once they have arrived, without prior approval of the Principal or the Principal's designee.

## **Students**

### **Admission/Excuses/Dismissal/Truancy**

#### **Standards**

##### **A. Student Responsibilities**

1. To attend all classes except for reasons stated under “Excused Absence” and to be punctual.
2. To report directly to the Attendance Office when tardy to school, in accordance with school procedures.
3. To notify teachers of anticipated absence and to make arrangements to make up work promptly upon return from an excused absence. In the case of an extended absence, to seek faculty assistance if needed and to make up work in a reasonable time frame.
4. To communicate with parents, teachers, and/or school administrators any problems related to lack of attendance and/or tardiness to school or any class.
5. To report one’s own absences from school or class in accordance with school procedures if one is legally emancipated.

##### **B. Parent Responsibilities:**

1. To communicate and work cooperatively with the school for the benefit of the student.
2. To emphasize the importance of regular attendance and punctuality. To authorize only those absences that are included under “Excused Absence.” Also, to make every effort to schedule appointments and vacations outside of school hours.
3. To contact the school regarding an absence or tardy the morning of that absence or tardy.
4. To assist students with arrangements to seek faculty assistance and make up missed work resulting from an absence.

## Students

### Admission/Excuses/Dismissal/Truancy

#### Standards (continued)

##### C. School Responsibilities:

1. To take all actions necessary to ensure the success of the student, including parent conferences, counseling, and interaction with the community in making use of community services.
2. To keep accurate attendance records.
3. To notify parents promptly (when parents have not called the school) of all absences whether, for one class or the entire school day.
4. To arrange opportunities for the students to make up missed tests, quizzes and assignments resulting from absences, upon their return to school. In the case of extended absence, to prepare with the student a plan for faculty assistance and an opportunity to make up work in a reasonable time frame.

##### D. Community Responsibilities:

1. To realize that the success of students contributes to the success of the community.
2. To encourage regular school attendance as a prerequisite for student employment.
3. To encourage area businesses to refrain from allowing students to congregate during school hours.
4. To encourage medical and dental offices to arrange student appointments outside of school hours.
5. To do all that is possible under current state law to ensure that all students attend school regularly.

#### Definitions

1. **Truant** - Shall mean a student age 5 – 18 inclusive who has four unexcused absences in any one month or ten unexcused absences in once school year.

## Students

### Admission/Excuses/Dismissal/Truancy

#### Definitions (continued)

**2. Tardy** - A student shall be considered tardy if he/she arrives at class after classes have begun.

**3. Excused Absences** - An absence shall be considered “excused” when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, court appearance, school-related activity, an emergency, or other exceptional circumstances. 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.

Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the Principal. Responsibility for completion of missed class work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

**4. Dismissal** - No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

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.

#### 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 age six or seven. *The parent or person having control of a child of age five or six shall exercise such option by personally appearing at the school district office and signing an option form. At such time, school personnel shall provide the parent or person with information on the educational opportunities available in the school system.* Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age sixteen or seventeen.

## Students

### Admission/Excuses/Dismissal/Truancy

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.

### Excessive Absences/Truancy

It is the policy of the Board of Education to monitor school attendance so as to identify students who are truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises. The following truancy procedures are hereby adopted:

For purpose of these procedures, "Parent" means the parent, guardian or other person having control of a child.

1. When a student is identified as a truant, the Superintendent or his/her designee will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate. The meeting will occur not later than ten (10) school days after the child's fourth (4<sup>th</sup>) unexcused absence in a month or the tenth (10<sup>th</sup>) unexcused absences in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.
2. If the parent of a child who is a truant fails to attend the meeting held pursuant to paragraph 1 above, or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the Superintendent will file a written complaint with the Superior Court pursuant to Connecticut General Statutes §46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

**[COMMENTARY: PLEASE NOTE THAT AS OF JULY 1, 2011, THIS SECTION WILL NEED TO BE REVISED TO ALLOW WITHDRAWAL FOR AGE 17 ONLY:]**

#### **Option to withdraw from enrollment at age 16 or 17**

***The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. The withdrawal form shall include an attestation from a guidance counselor or school-based administrator that the school district has provided such parent or person with information on the educational opportunities available in the school system and in the community.***

***If a student voluntarily withdraws from enrollment in school and subsequently seeks readmission within ten (10) school days, the student must be provided school accommodations within three (3) school days after the student seeks readmission. If a student subsequently seeks readmission more than ten (10) school days after terminating, the Board of Education may deny school accommodations for up to ninety (90) school days from the date of the withdrawal.***

Legal Reference:	Connecticut General Statutes 10-184 Duties of parents 10-185 Penalty 10-198a through 10-202 Attendance, truancy - in general	
Policy adopted:	June 12, 2001	NEW MILFORD PUBLIC SCHOOLS
Policy revised:	June 24, 2004	New Milford, Connecticut
Policy revised:	June 12, 2007	

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

ANNUAL NOTIFICATION OF PARENTAL OBLIGATIONS  
UNDER C.G.S. 10-184

Dear (Parent Name),

Connecticut law requires that annually the school district provide you a written notice of your obligations under Connecticut General Statute 10-184. This law requires each parent or guardian of a child five years of age and older and under eighteen years of age to ensure that the child attends school regularly when school is in session — unless such parent or other person shows that the child is receiving equivalent instruction elsewhere, or that the child has graduated from high school. ***Parents or persons having control of a child five or six years of age have the option of not sending the child to school until age six or seven by personally appearing at the school district office and signing an option form.*** The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school by signing a withdrawal form at the school district office.

Regular student attendance is essential to the educational process. So that we can inform you if your child is absent without a previous explanation, Connecticut laws also require that we obtain from you a telephone number or other means of contacting you during the school day. Please complete and return the form attached.

Thanks for your cooperation.

Sincerely,

Principal

## **Bylaws of the Board**

### **Board Committees**

In order to better serve the school system, the Board shall establish certain committees to serve in an advisory capacity to the Superintendent and the Board, and to fulfill its responsibilities as required by law.

It is the policy of the Board to maintain certain Standing Committees, namely: Operations, Learning, Facilities and Policy; and to establish certain Ad-Hoc Committees, as needed. The committees shall operate within the standards set forth by this policy.

### **Standing Committees**

Not later than the January regular meeting of the Board, the Standing Committees shall be appointed by the Board Chairperson to serve until the next annual meeting. Each committee shall consist of ~~four~~ **three** Board members and two alternates. ***The alternates will only participate in committee meetings when one or more of the assigned board members are not present at the committee meeting.*** The Board Chairperson appoints the Chairperson for each committee from the members of the committee. The Board Chairperson shall serve as an ex-officio member of all standing committees.

Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning his or her interest.

- A. Each Board member must serve on at least one standing committee.
- B. No Board member may serve on more than three standing committees.
- C. No Board member may chair more than one standing committee.

Any member of the Board may attend standing committee meetings (excluding Executive Session, unless otherwise permitted under the Freedom of Information Act); however, they are not able to participate in any discussion or vote. ***At all times, the total number of Board members participating in a committee meeting shall be one less than the number that represents a quorum of the Board.***

Standing Committee Chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.

(cf. 9132 – Standing Committees)

### **Ad-Hoc (Special/Temporary) Committees**

Ad-Hoc (Special/Temporary) committees shall be established by the Board or Board Chairperson, whenever advisable, to address specific problems and projects. These committees shall include a minimum of two ***and a maximum of three*** Board members and may include



## **Bylaws of the Board**

### **Board Committees (continued)**

members of the staff and/or community who would be able to provide expertise. Ad-Hoc committees shall be appointed as soon as possible after their establishment and shall be dissolved when their report has been accepted by the Board or at the next annual organizational meeting or upon a motion for dissolution passed by a majority vote, or upon completion of the assigned task whichever comes first. Ad-Hoc Committees supersede any standing committee.

Ad Hoc committee members shall be appointed by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. The Board Chairperson shall be an ex-officio member of each committee. Any Board member who is interested in attending Ad Hoc committee meetings may do so. Board members who are not members of the Ad Hoc Committee may not 1) attend any executive session of the Ad Hoc Committee, unless otherwise permitted under the Freedom of Information Act, or 2) participate in any discussion or vote.

In the event of vacancies on Ad Hoc committees, the Chairperson shall appoint new committee members. All appointments expire when the committee as a whole expires.

The duties of each Ad Hoc committee shall be outlined at the time the committee is appointed.

### **Conduct of Committee Business**

So that Board Committees shall operate in a consistent and effective manner, the following standards shall apply:

1. Board committee appointments shall be determined by the Board Chairperson as guided by the best interests of the Board. To make this determination, the Board Chairperson shall consider:
  - The requests by Board members to serve on specific committees. Requests to serve on specific Standing Committees shall be submitted by Board members, in the form of a prioritized list, to the Board Chairman at the annual meeting of the Board.
  - The individual background, talents and experiences of Board members.
  - The synergetic quality of the committee as a whole.
2. Standing Committees shall plan to meet once a month. Additional meetings may be called by the Committee Chairperson whenever he/she deems necessary, or upon a request of two committee members.
3. All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.
4. All Standing Committee meetings shall have a written agenda, prepared by the Committee Chairperson and the Superintendent or his/her designee; and posted at least twenty-four hours before the meeting. The agenda shall include all assignments as may be directed by the Board.

## Bylaws of the Board

### Conduct of Committee Business (continued)

5. The proceedings of all Standing Committee meetings shall be recorded and distributed to Board members in a timely manner.
6. Recommendations to be considered for Board action, as determined by a vote of the committee members present, shall be placed on the agenda of a regular Board meeting as a formal motion.
7. All committee meetings shall be open to the public; however, an executive session may be called in accordance with the provisions of the Freedom of Information Act.
8. All committees shall post agendas and keep minutes of business conducted at meetings in accordance with the provisions of the Freedom of Information Act. The minutes shall be kept on file in the Superintendent's office and be made available at all times to the Board of Education members.

Legal Reference:      Connecticut General Statutes  
                                  1-200 through 1-241 of the Freedom of Information Act.  
                                  1-200 Definitions.  
                                  1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:      January 9, 2001  
 Bylaw revised by the Board:      November 7, 2005  
 Bylaw revised by the Board:      November 14, 2006  
 Bylaw revised by the Board:      June 9, 2009  
 Bylaw revised by the Board:

NEW MILFORD PUBLIC SCHOOLS  
 New Milford, Connecticut

## ***Students***

### ***Equal Educational Opportunity***

*It is the policy of the New Milford Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study offered by the school district without discrimination on account of race, color, national origin, sex, disability, religion, sexual orientation, marital status, parenthood, pregnancy, alienage or any other basis prohibited by local, state and federal law. Additionally, pursuant to Title IX and relevant state law, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

*The New Milford Board of Education complies with all laws pertaining to student disabilities, including but not limited to Section 504 and the Rehabilitation Act of 1973, as amended from time to time, and the Individuals with Disabilities Educational Act, as amended from time to time (IDEA), and applicable state laws and federal and state regulations.*

*Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal or Assistant Principal, Guidance Counselor or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint in which case it may be brought to the Superintendent of Schools. The Title IX Coordinator may be reached at the Office of the Assistant Superintendent, 50 East Street, New Milford, CT 06776, 860-354-3235.*

*A copy of this policy shall be distributed to all present and future employees and students.*

**Legal References:**     *Connecticut General Statutes*  
                              *10-15c (Discrimination in public schools prohibited)*  
                              *46a-58 (Deprivation of rights)*  
                              *United States Code*  
                              *20 U.S.C. 1400 (Individuals with Disabilities Education Act)*  
                              *20 U.S.C. 1681 (Title IX of the Education Amendments of 1972)*  
                              *29 U.S.C. 794 (Section 504 of the Rehabilitation Act of 1973)*  
                              *42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)*  
                              *42 U.S.C. 12101 (Americans with Disabilities Act)*

*Policy adopted:*

*NEW MILFORD PUBLIC SCHOOLS*  
*New Milford, Connecticut*

**RECOMMENDED FOR REVISION**  
*Bold italicized* language constitutes an addition  
~~Stricken~~ language constitutes a deletion

**5000**  
**5010**

## Students

### Concepts and Roles in Student Policies

The focus of the school system is on the learner, the student. The educational development of each student in the New Milford Public Schools is the central concern of the Board of Education's policies and the administrator's regulations.

~~Discrimination on the basis of race, color, religion, age, marital status, national origin, sex, sexual orientation or disability is prohibited.~~

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds.

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

10-184 Duties of parents. (re mandatory schooling of children seven years of age and over and under eighteen)

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-226a Pupils of racial minorities.

United States Code

Section 504, The Rehabilitation Act of 1973, 29 U.S.C. § 794

Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 et seq

Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1400 et seq.

Policy adopted: June 12, 2001

Policy revised: June 12, 2007

Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**RECOMMENDED FOR REVISION**  
*Bold italicized* language constitutes an addition  
~~Stricken~~ language constitutes a deletion

*[COMMENTARY: This regulation has been revised only with respect to basic attendance law and forms associated with withdrawal or option not to send until six or seven.]*

**5113(a)**

## **Students**

### **Attendance Admission and Excuses**

~~Regular attendance at school is an integral part of the education of each student. Grades earned in any course will reflect daily participation as well as the fulfillment of other academic requirements established by the school. Consistent involvement and interaction of each student with the curriculum, teachers, and peers are all essential elements in the maximum development of the potential of each person. Students must be actively engaged in this process on a daily basis.~~

~~Regular attendance at school is, by state statute, the serious responsibility of the parents/guardian and of the student. The administration and staff of the New Milford Schools are committed to working cooperatively with parents/guardian and students to achieve regular attendance. An administrator will be assigned by the Principal to supervise the attendance procedure.~~

~~The Principal will give annual written notice to parents/guardian of their obligations according to Connecticut General Statute 10-184. Annually at the beginning of the academic year and whenever a new student enrolls during the year, the school district will require from the parents/guardian a telephone number where they can be contacted during the school day (i.e., from first bell to dismissal).~~

#### ***Attendance required***

***The parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public school regularly during the hours and terms the public school is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.***

***The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. This option may be exercised by personally appearing at the school district office and signing an option form; the school district shall provide that parent or person with information on the educational opportunities available within the school system. (Appendix A)***

#### ***Entrance Age***

***The minimum age for admission of any child to kindergarten shall be five years on or before***

*the first day of January of the school year in which admissions is made. A child not less than five years old who has satisfactorily completed a year in a kindergarten which provides instruction equivalent to that of the elementary school may be enrolled in first grade.*

**Until July 1, 2011:**

***Option to withdraw from enrollment at age 16 or 17***

***The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. (Appendix B) The withdrawal form shall include an attestation from a guidance counselor or school-based administrator that the school district has provided such parent or person with information on the educational opportunities available in the school system and in the community.***

**Effective 07-01-2011:**

***Option to withdraw from enrollment at age 17***

***The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. (Appendix B) The withdrawal form shall include an attestation from a guidance counselor or school-based administrator that the school district has provided such parent or person with information on the educational opportunities available in the school system and in the community.***

**Effective 07-01-2010:**

***If a student voluntarily withdraws from enrollment in school and subsequently seeks readmission within ten (10) school days, the student must be provided school accommodations within three (3) school days after the student seeks readmission. If a student subsequently seeks readmission more than ten (10) school days after terminating, the Board of Education may deny school accommodations for up to ninety (90) school days from the date of the withdrawal.***

## **School Day**

Students are expected to be in school for the full daily schedule. Further commitments, such as after-school activities, special help, or disciplinary detention, may require that a student stay later.

The official school day, during which all students are the responsibility of the school, begins when the student either boards a school bus to come to school or otherwise when the student arrives on campus for the day. Students may neither get off the bus prior to arrival at school nor may they leave campus once they have arrived.

## **Absences**

Parents/guardians must notify the school according to school procedures when their child is absent.

Any requests for excused absences which are not included in the Board of Education policy must be made in writing to the appropriate school official one week before the date of the planned

absence so that the request can be reviewed and processed. Parents/guardians are urged to coordinate family vacations with the school calendar for vacation or trips are inappropriate except in unusual circumstances. The mutual goal of all is to keep all such excused absences to a minimum.

## **5113(b)**

### **Students**

#### **~~Attendance~~ Admission and Excuses**

##### **Absences (continued)**

The parent/guardian of any student eighteen years or older, absent from school for fifteen (15) consecutive days, will be notified in writing by the attendance office to set up an appointment with the Principal to discuss the reasons for the extended absence. If the parent/guardian or student fails to respond within ten (10) days, the student will be withdrawn from the school.

#### **Factors Relating to Attendance**

##### **Class Cutting at the Middle School and High School**

Students are required to attend all classes, study halls and activity periods. Class cutting is a serious offense, and students violating this rule are subject to the Discipline code. New Milford schools take great pride in the high rate of class attendance and the amount of time we dedicate directly to the learning process.

##### **Tardiness at the Middle School and High School**

Students are required to be on time for classes, study halls, and activity periods. Tardiness to classes, study halls, and activity periods will be dealt with by the teacher in charge. Chronic problems in tardiness will be referred to the school administration. Time is a resource, and there is a definite correlation between a student's time spent on learning and academic achievement.

The following regulations apply in cases of tardiness to the middle school and the high school. Failure to comply may result in an in-school suspension.

1. A student arriving at school after beginning of the first class of the day is considered tardy. Any such student must report to the attendance office to be recorded as tardy to school.
2. Arrival after the beginning of the first period will be excused only if a late arrival has been previously arranged by a parent/guardian or majority student by telephone, letter, or

conference with the attendance clerk on the preceding school day or, in an emergency, on the day of the occurrence.

3. All other tardies to school will be unexcused. After the first unexcused tardy the student will be given a verbal warning. After the second unexcused tardy the student will receive a half-hour detention. After three unexcused tardies in any marking period, a letter will be

**5113(c)**

## **Students**

### **~~Attendance~~ Admission and Excuses**

#### **Factors Relating to Attendance** (continued)

#### **Tardiness at the Middle School and High School** (continued)

sent home to report that the student has a problem with tardiness and, the student will receive a two (2) hour in-school detention. Students will receive a failing grade for all work missed and have no right to make up any work they miss as a result of unexcused tardiness.

**Note:** In order to be recorded as “in attendance” for a school day, each student must be in class on time and have no early dismissal.

#### **Early Dismissal**

1. In general, early dismissal should be avoided, particularly if they require a student to miss any instructional time.
2. All requests for early dismissal must be in writing and submitted according to school procedures.
3. If an emergency occurs during the day and an early departure is necessary, an exception may be granted by the school administration.
4. If early dismissal affects any scheduled instructional period and is also an excused absence, the student or parent must follow school procedures for review and approval.
5. Students who have an unexcused early dismissal may receive a failing grade for all work missed and do not have the right to make up any missed work.
6. Students who have an excused early dismissal are eligible to make up work and are eligible thereafter to receive full credit. Each student or parent is responsible for getting missed assignments and submitting them on the next class day.



7. High School students who abuse the regulations concerning early dismissal may be denied permission to leave school early for the remainder of the term.
8. Early dismissal of high school students will be allowed only at the end of a regular class period. All students who have an authorized early dismissal must leave the campus promptly.

**5113(d)**

## **Students**

### ***Attendance Admission and Excuses***

#### **Factors Relating to Attendance (continued)**

#### **Make-up Work Missed Due to Absence/Tardy at the Middle School and High School**

1. Students must provide a re-admission slip from the attendance office indicating the absence was excused in order to be eligible to make up work missed.
2. Students may make up work missed for excused absences.
3. All make-up work will be completed within five (5) days after the student returns to school unless determined otherwise by mutual agreement of the teacher and the student. Students will receive a failing grade (F or zero) for work not made up.

#### **Make-up Work Missed Due to Absence/Tardy at the Middle School and High School (continued)**

4. It is the responsibility of the student to obtain assignments from the teacher or classmates for absences of up to three (3) days. In the event of a long-term excused absence from four (4) days up to three (3) weeks, a parent/guardian may request in writing that the guidance counselor send assignments home.
5. If any absence is due to an in-school suspension, all makeup work is due on the day of return, and any quizzes or tests owed will be taken on the day of return.
6. If any absence is due to an out-of-school suspension, all work must be made up in the number of days of the suspension.

### **Homebound Tutoring**

1. Homebound or hospital instruction will be provided for either a medical reason or at the direction of the PPT in cases which meet the state and federal mandates for such services.

### **Participation in School Organizations**

A student is eligible to participate as a member of school organizations:

1. If the student is in school on time and remains in school through dismissal with no early dismissal. A student who is absent from school may not participate in any school activities on the day of the absence.

**5113(e)**

## **Students**

### **~~Attendance~~ Admission and Excuses**

#### **Factors Relating to Attendance** (continued)

#### **Participation in School Organizations** (continued)

2. If the student has an excused tardiness to school.

This regulation applies to members of athletic teams, cheerleaders, and any other interscholastic athletic or performing groups. It applies to participation in practice, competition, rehearsal, and performance.

#### **Social Events**

Various organizations sponsor social events throughout the year as part of the school program. Students are encouraged to attend these events. It should, however, be understood that attendance in class is a necessary prerequisite in social events. Students may attend school social events only if they are present for the normal school day or have an excused tardiness.

#### **Appeals**

All appeals regarding the provisions of this regulation should be submitted in writing to the school Principal.

#### **Conclusion**

All of the elements of these regulations are intended to establish a common understanding among parent/guardian, students, and school personnel about attendance regulations. These regulations reaffirm our commitment to the cooperative effort necessary to achieve our mutual goals.

Regulation approved: June 12, 2001

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**Appendix A**

**ACKNOWLEDGEMENT OF OPTION TO EXEMPT ATTENDANCE  
OF A CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I \_\_\_\_\_, of \_\_\_\_\_  
**Name of Parent, Guardian or Other** **Address**

the parent, guardian or other person charged with the care of the following minor child

\_\_\_\_\_, of \_\_\_\_\_  
**Name of Child** **Address**

born on \_\_\_\_\_ do hereby choose not to send my child to public

school during the \_\_\_\_\_ school year.

**School Year**

Furthermore, before signing this form, \_\_\_\_\_, a  
**Name of representative from school district**

representative of the \_\_\_\_\_ school district met with me and provided me with  
information concerning the educational opportunities and school accommodations  
available in the school system.

ACKNOWLEDGED BY:

\_\_\_\_\_  
**Signature of Parent, Guardian or Other**

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

**Appendix B**

**ACKNOWLEDGEMENT OF OPTION TO WITHDRAW STUDENT  
SIXTEEN OR SEVENTEEN YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I \_\_\_\_\_, of \_\_\_\_\_  
*Name of Parent, Guardian or Other Address*

the parent, guardian or other person charged with the care of the following minor child

\_\_\_\_\_, of \_\_\_\_\_  
*Name of Student Address*

born on \_\_\_\_\_ do hereby elect to withdraw my child from public  
*Date of birth of student*

school. Furthermore, before signing this form, I was provided with information on the  
educational opportunities available to my child in the school system and the community.

\_\_\_\_\_  
*Signature of Parent, Guardian or Other*

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

**ATTESTATION OF GUIDANCE COUNSELOR/SCHOOL ADMINISTRATOR:**

I, \_\_\_\_\_, met with the parent/guardian or other person  
*Name of guidance counselor or administrator*

charged with the care of \_\_\_\_\_ on \_\_\_\_\_  
*Name of student Date of meeting*

and provided such parent or person with information on the educational opportunities  
available in the school system and in the community.

\_\_\_\_\_  
*Signature of Guidance Counselor or School  
Administrator*

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

**New Milford Board of Education**  
**Policy Sub-committee Minutes**  
**May 18, 2010**  
**Lillis Administration Building, Rm. 2**

2010 MAY 20 P 2:46

GEORGE C. BUCKBEE  
TOWN CLERK

Present:	Mrs. Nancy C. Tarascio-Latour, Chairperson Mr. David Lawson Mrs. Alexandra Thomas Mrs. Lynette Rigdon
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Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools Dr. Maureen McLaughlin, Assistant Superintendent
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1.	<b>Call to Order</b> The meeting of the New Milford Board of Education Policy Sub-committee was called to order at 6:30 pm.	<b>Call to Order</b>
2.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
3. A.	<b>Discussion and Possible Action Items</b> <b>Policy 5113 Admission/Excuses/Dismissal/Tuancy</b> <ul style="list-style-type: none"> <li>Dr. Paddyfote explained this was recommended for revision because of new language on how a parent must submit a form to opt out of sending a child to school. This will also need to be revised next year when the law changes to include 17 year olds.</li> <li>Mrs. Thomas asked if the "attendance office" reference was correct since not all the schools had an attendance office. Dr. Paddyfote said the wording "or school office" should be added.</li> <li>Mrs. Thomas said the community section of this policy should be better publicized because often businesses and doctors make it difficult for students to come in after school.</li> <li>Mrs. Thomas asked if the letter in appendix A should also be signed by the Superintendent and Chairman of the Board. Dr. Paddyfote said the annual notifications come from the principal of the school.</li> <li>Mrs. Tarascio-Latour asked how the schools could let the businesses know about the community responsibilities. Dr. Paddyfote said these policies are really for the parents who need to know that if a child gets in late or leaves early they are marked tardy for that day.</li> </ul>	<b>Discussion and Possible Action Items</b> <b>Policy 5113</b> <b>Admission/Excuses/Dismissal/Tuancy</b>

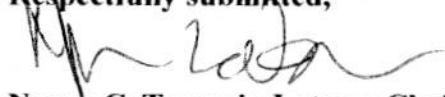
	<p>Parents should advocate for after school appointments with physicians as they are the individuals making the arrangements for their children.</p> <p>The Chair took up item 3.C next and re-ordered the agenda.</p>	
<b>C.</b>	<b>Policy 5000 Equal Educational Opportunity</b>	<b>Policy 5000 Equal Educational Opportunity</b>
<b>D.</b>	<b>Policy 5010 Concepts and Roles in Student Policies</b> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said the Board Attorney looked at the language related to discrimination in Policy 5000 Concept and Roles and thought it should be a separate policy—Equal Educational Opportunity. This new language proposed in policy 5000, as recommended by the Board's attorney, now encompasses all the legal references pertaining to protected rights of students.</li> <li>• Policy 5000 which was Concepts and Roles in Student Policies will now become Policy 5010.</li> </ul>	<b>Policy 5010 Concepts and Roles in Student Policies</b>
<b>4.</b>	<b>Items of Information</b>	<b>Items of Information</b>
<b>A.</b>	<b>Regulation 5113 Admission and Excuses</b> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said that this is the companion regulation to Policy 5113. Regulations are the administrative procedures to implement the policies.</li> <li>• Mrs. Rigdon asked about the policy on tardiness as it relates to evening activities. Dr. Paddyfote said that technically if a student misses a day of school they are not allowed to participate in an evening activity. However, she cautioned there are some circumstances that have to be considered on a case-by-case basis.</li> </ul>	<b>Regulation 5113 Admission and Excuses</b>
<b>3.</b>	<b>Policy 9130 Board Committees</b>	<b>Policy 9130 Board Committees</b>
<b>B.</b>	<ul style="list-style-type: none"> <li>• Dr. Paddyfote noted that this policy needs a change based on 9121 Role of the Chairperson and said it is a Board decision how they want to handle the membership of standing committees. Policy 9130 Board Committees, contradicts 9121 because it says there will be four members on the committee and the Chair</li> </ul>	

serves as ex-officio. Under the new FOIA laws if this is the case, then the committees will have a quorum and would need to notify the public of a Board meeting and a sub-committee meeting.

- Dr. Paddyfote further explained that when the size of the Board went from twelve to nine members the committee sizes were condensed and policy 9121 was not reviewed at that time.
- Mrs. Thomas noted that at the moment the committees could be in violation if the Board Chair served as ex-officio member at the sub-committee.
- Mrs. Thomas said if this policy were changed all the committees would have to be reworked. Dr. Paddyfote suggested that the change take effect at a natural break – such as the next Chair election.
- Mrs. Rigdon said that the current Board Chair is efficient and gets to the meetings but asked if a future Chair would have that kind of time. Mr. Lawson said it is the Chair's prerogative to attend or not.
- Mrs. Thomas said it is sometimes good to have the Chair be part of the dialogue because they often have the big picture and connections with outside groups. She also said she likes to have more people on the sub-committee rather than less.
- Mr. Lawson agreed that four was better and asked if the Chair were not present if an alternate could be seated.
- Mrs. Tarascio-Latour asked if the Chair of the Sub-committee and the Chair of the Board could have a conversation prior to the meeting. Mr. Lawson said that could not be mandated.
- Dr. Paddyfote said she would ask the Board Attorney to explore language allowing an alternate to participate when one of the members was not present, including the Board Chair.

	<p>Mrs. Thomas moved to bring Policy 5113 Admission/Excuses/Dismissal/Truancy, Policy 5000 Equal Educational Opportunity, and Policy 5010 Concepts and Roles in Student Policies to the full Board for approval at the June 8, 2010 meeting, Mrs. Rigdon seconded and the motion passed unanimously.</p> <p>Mr. Lawson suggested a motion to table Policy 9130 until the September meeting.</p> <p>Mrs. Thomas moved to table Policy 9130 Board Committees until the September Policy Sub-committee meeting, seconded by Mr. Lawson and passed unanimously.</p>	<p><b>Motion made and approved to bring Policy 5113 Admission/ Excuses/ Dismissal/Truancy, Policy 5000 Equal Educational Opportunity, and Policy 5010 Concepts and Roles in Student Policies to the full Board for approval at the June 8, 2010 meeting.</b></p> <p><b>Motion made and passed unanimously to table Policy 9130 Board Committees until the September Policy Sub-committee meeting</b></p>
6.	<p><b>Adjourn</b></p> <p>Mrs. Thomas moved to adjourn the meeting at 7:06 pm seconded by Mr. Lawson and passed unanimously.</p>	<p><b>Adjourn</b></p> <p>Motion made and passed unanimously to adjourn the meeting at 7:06 pm.</p>

Respectfully submitted,



Nancy C. Tarascio-Latour, Chairman  
 Policy Sub-committee