

**NEW MILFORD BOARD OF EDUCATION**

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

**POLICY SUB-COMMITTEE  
SPECIAL MEETING NOTICE**

**DATE: February 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. Policies Recommended for Revision/Replacement**

1. Policy 6000 Concepts & Roles in Instruction
2. Policy 6010 Goals & Objectives
3. Policy 6111 School Calendar
4. Policy 6114.1 Fire Emergency (Drills)
5. Policy 6121.1 Equal Educational Opportunity
6. Policy 6140 Curriculum
7. Policy 6141.11 Curriculum Research/Experimental Projects
8. Policy 6141.42 Student Volunteers and Community Service
9. Policy 6145.5 Organizations/Associations
10. Policy 6146 Graduation Requirements
11. Policy 6161.7 Use of Proprietary Software Products
12. Policy 6174 Summer School

**B. Policies Recommended for Deletion**

1. Policy 6114 Emergencies and Disaster Preparedness
2. Policy 6114.7 Safe Schools
3. Policy 6146.13 Early Graduation

**4. Item of Information**

**A. Revision of Regulation**

1. 6145.51 Honor Society

**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**

GEORGE C. BUCKBEE  
TOWN CLERK 

2010 FEB 17 P 2:38

NEW MILFORD, CT

**RECOMMENDED FOR REVISION**

*[Commentary: The suggested revision in the second paragraph reflects the language of state law on the topic. The third paragraph may be further revised to reflect a general statement of any evaluation plan you may already have in effect or care to develop.]*

**6000**

## **Instruction**

### **Concept and Roles In Instruction**

#### **Instruction - General**

The Board of Education believes the instructional program of the public schools to be among its highest priorities, and it is therefore important for the Board and the professional staff to work cooperatively in determining educational goals and objectives which meet the *instructional* needs of students.

*The Board shall purchase such books, either as regular texts, as supplementary books or as library books, and such supplies, material and equipment as it deems necessary to meet the needs of instruction in its schools.* Within limitations of budgets made available to it by the Town, the Board of Education will provide personnel, *in-service education, and other resources to support the instructional needs of professional staff.* ~~equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, understanding that education requires continuing change, also supports continuing in-service education for certified and non-certified staff.~~

The Superintendent of Schools shall *regularly provide the Board of Education with information regarding the effectiveness of the district's instructional program.* ~~present regular evidence of student progress and of program modifications based on evaluations which are consistent with district goals and objectives. Evidence of educational productivity is important in evaluating the educational system, for guiding improvement efforts, and in developing public support for the schools. Such information will be used by the Board and professional staff to evaluate and improve the instructional program.~~

***Legal Reference: Connecticut General Statutes  
10-220 Duties of Boards of Education  
10-228 Free textbooks, supplies, material and equipment***

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## Instruction

### Goals and Objectives

It is the responsibility of the Board, in accordance with Connecticut law, to establish the educational program for the students of New Milford.

The Board of Education, in conjunction with the professional staff, shall establish the educational objectives which identify what students should learn as a result of their K-12 education in the New Milford schools. The educational objectives shall direct the development of curriculum and assessment, guide the allocation of resources, and serve as the basis for the development of specific grade level and course of study standards.

The New Milford Common Core of Learning shall outline the educational objectives of the district. Specific standards shall be established to clearly define what students shall be expected to learn at each grade level and for each program of study. In addition, standards for assessing and grading student achievement shall be maintained.

1. The Superintendent of Schools and professional staff shall develop the specific grade level and course of study standards, as well as the standards for assessing and grading student achievement.
2. The Superintendent shall ensure that the instructional program meets the district's educational objectives by implementing a continuous plan of curriculum development, evaluation, and improvement.
3. The Board *shall purchase such books, either as regular texts, as supplementary books or as library books, and such supplies, material and equipment as it deems necessary to meet the needs of instruction in its schools and loan such instructional materials to students free of charge.* ~~within its budget limitations, shall provide the personnel, training, instructional supplies, equipment and other support necessary to promote the educational objectives.~~
4. Program initiatives, curriculum development and other matters *materially* affecting the instructional program shall be subject to Board approval.

Legal Reference: Connecticut General Statutes

10-4a Educational interests of state *identified* ~~defined, as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.~~

10-220 Duties of Boards of Education.

*10-228 Free textbooks, supplies, material and equipment*

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## Instruction

### School Calendar

The Superintendent of Schools shall recommend school calendars meeting all statutory requirements to the Board of Education for its review.

The calendars recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January. *If a holiday in January or December occurs on a school day, there shall be no school on such day.*

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including graduation for students in grade twelve.

The Board, in establishing a graduation date, may establish for any school year a firm graduation date which is no earlier than the one-hundred eighty-fifth day in the adopted school calendar. The graduation date may be modified, if necessary, after April first in any school year by the Board establishing a firm graduation date which, at the time of such establishment, provides for at least 180 days of school.

To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays

10-15 Towns to maintain schools

10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations

10-261 Definitions

10-16L Establishment of graduation date.

~~10-233j Students possession and use of telecommunication devices.~~

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**RECOMMENDED FOR REVISION**

*[Commentary: The following revision was suggested previously ( in August 2009) with a collection of other policies that were revised due to recent changes in the law. It is therefore possible that you have already approved this revision]*

**6114.1**

## **Instruction**

### **~~Fire Emergency (Drills)~~ Fire and Crisis Response Drills**

A fire drill shall be held *in each school within thirty days of the start of each school year. Thereafter, fire drills shall be held* at least once a month ~~in each school building except that~~ ~~A~~ a crisis response drill ~~may~~ *shall* be substituted for one of the required monthly school fire drills every three months. Each Building Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

*The Superintendent of Schools shall develop the format of crisis response drills in consultation with the appropriate local law enforcement agency. The Superintendent may invite a representative of such agency to help supervise and participate in any such crisis response drill.*

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

Legal Reference: Connecticut General Statutes

10-231 Fire drills. *Crisis response drills.* (as amended by PA-00-~~220~~-09-131)

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**RECOMMENDED FOR REVISION**

*[Commentary: the phrase “equal educational opportunity” usually refers to a general policy of nondiscrimination, such as the statement: 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. Therefore, this policy would be more aptly named as suggested below or some variation thereof that you may prefer to utilize. \*\* Please see notes in the summary of 6000 series revisions regarding the possible need for an Equal Educational Opportunity policy.]*

**6121.1**

## **Instruction**

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

#### ***Educational Opportunities to Promote Awareness of Diversity***

#### **Reduction of Racial, Ethnic and Economic Isolation**

The Board of Education shall provide, in conformity with all applicable state statutes and regulations, educational opportunities for students to interact with students and teachers from other racial, ethnic and economic backgrounds in order to reduce racial, ethnic and economic isolation. Such opportunities may be provided with students from other communities.

In providing such opportunities, the Board will consider such programs or use such methods as:

1. Inter-district magnet school programs;
2. Charter schools;
3. Inter-district after-school, Saturday and summer programs and sister-school projects;
4. Intra-district and inter-district public school choice programs;
5. Inter-district school building projects;
6. Inter-district program collaborative for students and staff;
7. Minority staff recruitment;
8. Distance learning through the use of technology;
9. Experiences that increase awareness of the diversity of individuals and cultures; and
10. Community and parental involvement in the school district.

The Board shall report biennially to its regional education service center on district programs and activities undertaken to reduce racial, ethnic and economic isolation. Such information shall, through the regional service center and the Commission of Education, be reported to the Governor and the General Assembly.

(cf. 1110.1 - Parental Involvement)

(cf. 1212 - School Volunteers)

(cf. 1330 - Use of School Facilities)

(cf. 5117 - School Attendance Areas)

(cf. 5118 - Nonresident Attendance)

**Instruction**

~~Equal Educational Opportunity~~

*Educational Opportunities to Promote Awareness of Diversity*

(cf. 6010 - Goals and Objectives)

(cf. 6114.7 - Safe Schools)

(cf. 7010 - Goals and Objectives - Construction)

(cf. 7100 - Planning-Construction)

Legal Reference:        Connecticut General Statutes  
                                 10-4a Educational interests of state defined  
                                 10-220 Duties of boards of education

Policy adopted:        June 10, 2003  
Policy revised:        June 27, 2005

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

[*Commentary: The suggested revision in paragraph 5 is the positive alternative to “avoidance of discrimination,” which, because it is written in the negative, could be misconstrued.*]

**6140**

## **Instruction**

### **Curriculum**

The curricula of the schools shall be in harmony with the Board of Education's adopted goals and legal requirements.

Curriculum development by the certified staff shall be guided by such factors as the following:

1. Actual studies and information concerning the needs of students in this school district.
2. The range of abilities, aptitudes and interests of the students.
3. Aspirations of residents of the school district for the students.
4. The mobility of the population, making it necessary to provide education for the students useful anywhere in the world.
5. ~~Avoidance of discrimination.~~ *Promotion of equal educational opportunities for all students.*

The Board of Education desires that unnecessary duplication of work among the various school levels be eliminated, and that courses of study and syllabi be coordinated effectively.

The Board of Education favors providing opportunities for faculty to consult and assist in curriculum development through such devices as workshops, study groups, assistance from outside consultants, and an extended school year to allow teachers to devote summertime to the effort. The Board of Education reserves the responsibility for establishing curricula for the school district. Teachers shall teach within the approved curricula.

(cf. 6121 - Non-discrimination in Instructional Program)

Legal Reference:            Connecticut General Statutes  
                                 10-15 Towns to maintain schools.  
                                 10-15c Discrimination in public schools prohibited.  
                                 10-16b Prescribed courses of study.  
                                 10-18 Courses in United States history, government and duties and responsibilities of citizenship.  
                                 10-18a Contents of textbooks and other general instructional materials.  
                                 10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught.  
                                 10-221a High School graduation requirements.

Policy adopted:            June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## **Instruction**

### **Curriculum Research/Experimental Projects**

The Board of Education expects the professional staff to be aware of the latest educational research and to utilize the results as they may be applied to improving the instructional program.

The professional staff is encouraged to seek improvement of the educational program of the schools through carefully designed experimental and research projects.

In the preparation of the annual budget, consideration will be given to allocating funds for creative and/or innovative projects. When such funding is available certified staff members may submit proposals to the Superintendent of Schools.

The basic objectives of projects funded shall be:

1. to induct change in the curriculum and techniques under conditions which are conducive to the growth of the educational program;
2. to encourage and coordinate creative efforts so that duplication, conflict, and waste of time may be avoided;
3. to create a climate for professional growth through creativity and innovation;
4. to establish criteria for change in educational practices through innovative development and creativity.

Experimental and/or research projects may be recommended by staff members or curriculum committees. Proposals will include costs of implementation, a time line in which to judge the success of the project and plans for evaluation of the program.

Projects must have the approval of the Board unless they represent only a minor departure from previously authorized programs. Any such programs requiring additional personnel positions, changes and authorized positions, or the transfer of authorized funds must have Board approval. Approval shall be on a yearly basis, even though the proposal may be for a longer period of time.

After a thorough evaluation, a successful experimental program may be submitted to the Board for consideration as a standard program.

## Instruction

### Curriculum Research/Experimental Projects (continued)

~~Whenever the District implements educational programs whether or not funded by the United States Department of Education but, designed to explore or develop new or unproven methods or techniques, parents or guardians of children who shall be involved in such programs shall be notified in writing by appropriate school officials and all instructional materials, including teachers' manuals, films, tapes, and supplementary material, used in connection with any research project or experimental program will be available for inspection by the parents or guardians of the children in the program.~~

~~As used here, "research project or experimental program" means any program or project designed to explore or develop new or unproven teaching methods or techniques. The designation of any program or project as a research project or experimental program shall be made by the Superintendent.~~

*All experimental and curriculum research projects shall comply with the requirements of Board Policy 6162.51 regarding Surveys of Students.*

(cf. 6162.51 - Surveys of Students)

Legal Reference:

~~General Education Provisions Act of 1974, Section 439, 1978 Amendments~~

~~20 USC 1232h(a) Regulation~~ *Protection of Pupil Rights Amendment*

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## **Instruction**

### **Student Volunteers and Community Service**

The district is committed to preparing its high school students for active participation in community affairs through a student service learning program. Student service learning is defined as an unpaid activity within the curriculum, school or outside community that provides service to an individual or group to address a school or community need. The activity must be developmentally appropriate and meaningful to the student.

The program aimed at teaching skills and habits the Board of Education perceives as essential for good citizenship, strives to allow students to develop a wide range of personal, intellectual, academic and social skills such as teamwork, problem-solving, negotiation, communication, planning and evaluation. It will help students become effective employees, colleagues, citizens and leaders.

Through participation in student service learning, a student will have opportunities to:

- develop knowledge and respect for community and citizenship;
- learn that problems can be solved by working together;
- learn the responsibilities involved in citizenship;
- explore career opportunities;
- increase self-esteem and appreciation for others;
- become sensitive to others and appreciate cultural diversity;
- overcome barriers among children.

Students' ~~performing~~ **performance of** unpaid community service is viewed as beneficial to both society and the individual. It is believed that high school students are worthy citizens, capable of giving of themselves and willing to do so when encouraged. The Board of Education encourages efforts by the staff to encourage and assist students in such service.

Legal Reference:        Connecticut General Statutes

10-221a [a] An Act Concerning High School Community Service  
*Herndon v. Chapel Hill - Carrboro City Board of Education*, 899

F. Supp 1443 (North Carolina) 1995

*Immediato v. Rye Neck School District*, 873 F. Supp 846 (New York)  
1995

Policy adopted:        June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**RECOMMENDED FOR REVISION**

**6145.5(a)**

## **Instruction**

### **Organizations/Associations**

*Students are encouraged to establish and participate in school organizations that enrich the educational program, provide positive and creative outlets for student expression and benefit the school community at large.* ~~Student organizations contributing to learning shall be encouraged. Such organizations shall operate within the framework of the law, Board policy, administrative rules, and the parameters of the learning program. When such organizations are truly contribute, their establishment and operation shall be facilitated in reasonable ways by district staff and through utilization of district resources.~~

*Participation in student organizations is a privilege subject to the rules of the school administration.* The Superintendent shall develop general guidelines for *the establishment and operation of* student organizations. Among other provisions, such guidelines will require the assignment of at least one faculty advisor to each student organization and the approval by the Board of Education of any student organization.

This policy applies to in-school organizations only. It is not intended to restrict the organization of students into groups which function apart from the school district.

### **Student Government**

In order to encourage student participation in the various activities of school life and to provide opportunity for training in democratic processes, the elementary and secondary schools shall maintain and operate student councils.

Student government shall be of the students, by the students, for the students, representing all students in the school in communications with the administration and in the organizations of student activities.

The student council shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

Members of the student council shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth. Faculty advisors for student council will be recommended for appointment by the administration.

The student council shall not have authority to make policies for the district or regulations for the school. Nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members unless a duly authorized student court system is established and properly monitored by a faculty advisor. However, a council may make recommendations to the administration on any topic of student concern.

**Instruction**

**Organizations/Associations** (continued)

**Non-School Organizations**

The administration and student council shall keep channels of communication open, not only between themselves, but between all students, the council, and the Board of Education.

All organizations not specifically authorized and organized by the school are considered to be non-school organizations and beyond the jurisdiction and responsibility of school authorities.

However, should these groups conduct activities on school property, at school-sponsored activities or as a carry-over into the school day or reflect on the reputation of the school, the Superintendent is authorized to develop procedures concerning disciplinary action to be taken.

Activities which are contrary to the best interests of the school and reflect on the reputation of the school are forbidden, including

1. initiation and hazing on the school grounds or at school-sponsored events.
2. indulging in group functions that violate federal, state or city laws or county ordinances.

**RECOMMENDED FOR REPLACEMENT**

*[Commentary: Replace the current policy (placed at the end of this policy as stricken language), with the following. Conn. Gen. Stat. 10-223a requires that the Board's graduation "shall (1) include objective criteria for the ... graduation of students (2) provide for the measuring of progress of students against such criteria...(4) provide for supplemental services..." and that the Board must specify basic skills necessary for graduation, including a process to assess a student's level of competency in such skills.]*

*You will need to tailor this policy to your practice in Section III (other options to meet graduation requirements). In Section II below, the revised policy incorporates the first few lines of the High School's current regulations regarding graduation. Those regulations as currently written fulfill the requirement for developing regulations in Section II.*

*Further commentary appears in the body of the policy in italic, but not bold letters.*

*Also, consider consolidating policy number 6146.13, "Early Graduation," (for which there are no suggested revisions) with this policy by adding it as a section at the end.]*

**6146(a)**

## **Instruction**

### ***Graduation Requirements***

***To graduate from the New Milford Public Schools, a student must earn a minimum number of 22.5 credits, fulfill credit distribution requirements and meet district performance standards.***

#### ***I. Academic credit distribution requirements***

##### ***A. Students must complete the following credits:***

<b><i>4</i></b>	<b><i>English</i></b>
<b><i>3</i></b>	<b><i>Mathematics</i></b>
<b><i>3</i></b>	<b><i>Social Studies (including a ½ credit in civics and 1 credit for U.S. government)</i></b>
<b><i>3</i></b>	<b><i>Science</i></b>
<b><i>1</i></b>	<b><i>Physical Education</i></b>
<b><i>1</i></b>	<b><i>Arts (Fine or Practical)</i></b>
<b><i>½</i></b>	<b><i>Health</i></b>
<b><i>7</i></b>	<b><i>Electives</i></b>
<b><i>22.5</i></b>	<b><i>TOTAL CREDITS</i></b>

## Instruction

### *Graduation Requirements cont'd.*

*B. A credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year unless such credit is earned at an institution accredited by the Department of Higher Education or regionally accredited.*

### *II. District's performance standards*

*These performance standards identify the basic skills that students are expected to achieve in order to graduate. A New Milford High School graduate must complete all academic requirements and demonstrate basic skills in Reading & Writing, Quantitative Thinking (Math & Science) and Information Literacy. The Superintendent of Schools or designee shall develop administrative regulations regarding performance standards for each basic skill, including the method(s) of assessing a student's level of competency in such skills. The assessment criteria must include, but not be based exclusively on, the results of the 10<sup>th</sup> grade state-wide mastery examination.*

### *III. Options if graduation requirements are not met*

*The Board of Education is dedicated to providing students who may have difficulty fulfilling these requirements with different options and multiple opportunities to meet the academic and performance standards for graduation.*

*Those students who have not successfully completed the assessment criteria for graduation (a score of 3 or better on the Reading, Writing, Math, and Science portions of the CAPT in the 10<sup>th</sup> grade year) must retake only those portions of the CAPT in which the student is deficient in 11<sup>th</sup> grade. Seniors who have not attained a score of 3 or better on the CAPT will be afforded alternative means of meeting this criteria. The following is not an inclusive list:*

- *Pass 0.5 credit of English 4*
- *Completion of a research project, approved in advance by the Science Department, that involves data collection, and is graded according to an established rubric*
- *Pass Departmental Exam covering the topics of arithmetic, algebra, geometry and statistics*
- *Pass 0.5 credit of Practical Math and/or Consumer Math*
- *English Writing SAT I of 450 or better*
- *Math Reasoning SAT I of 450 or better*
- *Math SAT II Math Level 1C of 450 or better*

## **Instruction**

### ***Graduation Requirements cont'd.***

*Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirements in one or more subjects may select one of the following options:*

- 1. Successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient*
- 2. Enroll in an on-line course in accordance with Policy 6172.6 (Virtual/On-line Courses/College/University Courses)*
- 3. Make arrangement for re-testing to meet performance standards*
- 4. Return to school in September as a fifth year senior*

### **IV. Exemptions, modifications, and accommodations**

*A. If a physician certifies in writing that the physical education requirement is medically contraindicated because of the physical condition of the student, this requirement may be fulfilled by an elective.*

*B. Exemptions, modifications and accommodations of graduation requirements will be made for any student with a disability as determined by the planning and placement team or 504 team.*

*C. Only credits for courses taken in grades nine through twelve shall satisfy graduation requirements except that the Superintendent of Schools or designee may grant credit for certain courses identified in subsection (e) of Section 10-221a of the Connecticut General Statutes.*

*D. The Board may permit a student to graduate during a period of expulsion pursuant to Connecticut General Statutes 10-233d if the Board determines that the student has satisfactorily completed the necessary credits for graduation.*

*E. The Board of Education may award a high school diploma to a veteran of World War II who left high school to serve in the armed forces and did not receive a diploma as a consequence of such service.*

## Instruction

### *Graduation Requirements cont'd.*

#### Early Graduation

Students may finish in seven semesters provided all graduation requirements have been satisfied.

Any student interested in being considered for early graduation must notify his/her counselor of his/her intentions by May 1 of the junior year. Students applying for early graduation must obtain the **Early Graduation Policy** statement and related application form from the Guidance Office and take course no. 990.

<b>Course No.</b>	<b>Course</b>	<b>Prerequisites</b>
990	Early Graduation	By Special Arrangement Only

*(cf. 5121 - Examination/Grading/Rating)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

*(cf. 6111 - School Calendar)*

*(cf. 6145.6 - Travel and Exchange Programs)*

*(cf. 6146.2 - Statewide Proficiency/Mastery Examinations)*

**Legal reference:** *Connecticut General Statutes*

*10-14n State-wide mastery examination*

*10-16l Establishment of graduation date*

*10-18 Courses in United States history, government and duties and responsibilities of citizenship*

*10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome*

*10-221a High school graduation requirements*

*10-223a Promotion and graduation policies. Basic skills necessary for graduation, assessment process*

Policy adopted: June 10, 2003  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## **Instruction**

### **Graduation Requirements**

~~Graduation from our public schools implies (1) that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, (2) that they have satisfactorily passed any examinations and satisfactorily demonstrated the district's performance standards, assessed in part by the Connecticut Academic Performance Test (CAPT), established by the faculty and approved by the Board of Education, and (3) that they have fulfilled the legally mandated number and distribution of credits. Graduation shall not be held until 180 days and 900 hours of actual school work are completed. The adopted school calendar shall indicate a graduation date which is no earlier than the 185th day. This may be modified after April 1 in any school year in conformity with applicable statute.~~

~~The Board of Education conforms with state regulations regarding credits for graduation from high school.~~

### **Credits**

~~A credit is defined as one course that meets all year. One half credit is given for courses that compile work in one semester.~~

~~Only courses taken in grades nine through twelve, inclusive, shall satisfy this graduation requirement.~~

### **Awards of High School Diplomas**

~~Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the satisfactory completion of the following:~~

- ~~1. Successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient.~~
- ~~2. Honorable discharge from the United States Armed Forces after a minimum of ninety days of active service during World War II for individuals who withdrew from school to join the Armed Forces.~~

~~(cf. 5121 Examination/Grading/Rating)~~

~~(cf. 5123 Promotion/Acceleration/Retention)~~

~~(cf. 6111 School Calendar)~~

~~(cf. 6145.6 Travel and Exchange Programs)~~

~~(cf. 6146.2 Statewide Proficiency/Mastery Examinations)~~

~~Legal Reference: Connecticut General Statutes~~

~~\_\_\_\_\_ 10-16(l) Graduation exercises.~~

~~\_\_\_\_\_ 10-221a High school graduation requirements.~~

~~\_\_\_\_\_ 10-233(a) Promotion and graduation policies.~~

## Instruction

### Use of Proprietary Software Products

It is the intent of the Board of Education to adhere to the provisions of copyright law (Title 17, U.S. Code) and publishers' license agreements, including trade secret provisions, in the area of proprietary software products. (Proprietary products are those made or marketed by persons having exclusive manufacturing and sales rights, who may or may not be the copyright holders.) Therefore, persons may use or cause to be used on school system computing equipment only software that is included in one of the following categories:

- A. Public domain (i.e., uncopyrighted *or open source*) software.
- B. Software covered by a licensing agreement with the software author, authors, vendor, or developer, whichever is applicable (a licensing agreement is a legal contract authorizing use of the software).
- C. Software purchased by a school or school system, with a record of the purchase on file.
- D. Software purchased by the user, with a record of purchase available for verification.
- E. Software donated officially accepted by the Board.
- F. Software being reviewed or demonstrated by the users in order to reach a decision about possible future purchase, license, or acceptance of a donation.
- G. Software written or developed by an employee for use by the schools or to assist in training school district personnel.
- H. Software developed by a non-employee under contract to the school system for use by the school system or to assist in training school district personnel.

In addition, none of the software in the categories listed above may be used, ~~or~~ obtained, *installed, or duplicated* in violation of copyright law or *software* licensing agreements (*including open source licensing agreements*).

Licensing agreements or other forms of documentation covering software shall be kept on file at the location where the computer program is used.

*(cf 6162.6 Use of Copying Devices and Copied Materials)*

## RECOMMENDED FOR REVISION

[Commentary: Only minor changes suggested below- the revision to section three is the language of the law. The deleted reference was repealed many years ago.]

6174

### Instruction

#### Summer School

The Board of Education may sponsor a summer school program providing remedial and enrichment courses at all levels and review courses at the secondary level. Enrichment courses shall carry no credit.

#### Admission

Attendance in the summer school shall be on a voluntary basis. Transportation is the responsibility of parents/guardians, except for students enrolled in special education programs.

#### 1. Elementary

Admission to elementary summer school classes will be limited to those students who will be enrolled in grades K-6 in September of the year of the summer school session and who are current ~~district~~ residents *of the district*.

#### 2. Secondary

Admission to secondary summer school classes for enrichment or noncredit courses must be approved by the Superintendent of Schools or designee. Admission to a review course for credit will be permitted to students previously enrolled in the course but who have not received credit for that course. Credit for courses not normally offered by the school district may be granted with prior approval from the high school principal.

#### 3. Tuition

The Board of Education may charge a reasonable fee to each attending child. *The Superintendent of Schools may, in his/her discretion, waive such charge for any good and sufficient reason.* Nonresidents will be required to pay fees as established by the Board of Education.

Legal Reference: Connecticut General Statutes

10-74a Summer courses.

~~10-74b Grants for remedial summer school programs~~

Policy adopted: June 10, 2003  
Policy revised: June 27, 2005

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **General**

All employees of the school system are responsible for promoting student and employee safety, including fire prevention measures and development of a sensitivity among students and employees about the importance of effective emergency procedures.

The Superintendent of Schools shall develop system wide emergency procedures and Principals shall maintain specific building regulations and procedures for fire, bomb threats, civil defense and other emergencies.

Fire alarm systems and regular and emergency school exits shall be maintained in good working order.

#### **First Aid**

The Superintendent shall ensure that at least one person at each school site holds current first aid and/or CPR certification.

Legal Reference: Connecticut General Statutes

10-231 Fire drills

52-557b “Good Samaritan Law” Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted: June 10, 2003  
Policy revised: June 27, 2005

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**RECOMMENDED FOR DELETION**

**6114.7(a)**

**Instruction**

**Safe Schools**

The Board of Education is committed to the prevention of violence against people or property on school grounds or at school activities, whether by students, staff or others. While cognizant of each person's individual rights, the Board does not condone lawlessness. Any student and/or employee committing violent acts on school property or at school activities will be disciplined according to applicable Board policy and regulations, including but not limited to expulsion or termination of employment. In addition, the Administration is directed to involve police to assist with the enforcement of this policy, as necessary.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

- (cf. 5131 - Conduct at School and Activities)
- (cf. 5131.5 - Vandalism)
- (cf. 5131.6 - Drugs/Alcohol and Tobacco)
- (cf. 5131.8 - Out of School Misconduct)
- (cf. 5131.91 - Hazing and Bullying)
- (cf. 5132 - Dress and Grooming)
- (cf. 5141.4 - Child Abuse and Neglect)
- (cf. 5141.5 - Suicide Prevention)
- (cf. 5141.3 - Student Health Assessments and Immunizations)
- (cf. 5141.21- Administering Medications)
- (cf. 5141.22 - Communicable and Infectious Diseases)
- (cf. 5114 - Suspension/Expulsion; Student Due Process)
- (cf. 6114 - Emergencies)
- (cf. 6161.11 - Drugs/Alcohol and Tobacco)

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

10-221 Boards of education to prescribe rules.

10-233a through 10-233f re in-school suspension, suspension, expulsion.  
(As amended by PA 95-304, An Act Concerning School Safety).

52-572 Parental liability for torts of minors. Damage defined.

53a-3 Firearms and deadly weapons.

## Instruction

### Safe Schools (continued)

Legal Reference: (continued)

53-206 Carrying and sale of dangerous weapons.

53a-217b Possession of firearms and deadly weapons on school grounds.

PA 94-221 An Act Concerning School Safety.

PA 95-304 An Act Concerning School Safety.

PA 97-290 An Act Enhancing Educational Choices and Opportunities.

GOALS 2000: Education America Act.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.  
Sec. 314 (Local Control Over Violence).

Elementary and Secondary Education Act of 1965 as amended by the Gun  
Free Schools Act of 1994.

*New Jersey v. TLO.*, 469 U.S. 325; 1055. CT. 733.

Policy adopted: June 10, 2003  
Policy revised: June 27, 2005

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**RECOMMENDED FOR DELETION**

**6146.13**

**Instruction**

**Early Graduation**

Students may finish in seven semesters provided all graduation requirements have been satisfied.

Any student interested in being considered for early graduation must notify his/her counselor of his/her intentions by May 1 of the junior year. Students applying for early graduation must obtain the **Early Graduation Policy** statement and related application form from the Guidance Office and take course no. 990.

<b>Course No.</b>	<b>Course</b>	<b>Prerequisites</b>
990	Early Graduation	By Special Arrangement Only

Policy adopted:

June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<b>RECOMMENDED FOR REVISION</b>
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*[Commentary: The suggested revision in paragraph 6 is not predicated upon any legal requirements, but rather, the seeming inconsistency of allowing parents to appeal a student's non-selection for a group for which "leadership" and "character" are qualifications. In other words, students of this age and with these credentials should be able to initiate an appeal on their own and follow it through the first few steps. If national standards for the NMHS require that parents be given the opportunity to initiate the appeal of selection decisions, please disregard this suggestion.]*

**6145.51(a)**

## **Instruction**

### **Honor Society**

#### **NMHS National Honor Society Selection Procedures:**

1. Candidacy for the NMHS National Honor Society is open only to Juniors and Seniors who have attended NMHS for a minimum of one semester. Selection is a privilege, not a right. Students do not "apply" for membership. Instead, they are invited to submit information in support of their candidacy to be reviewed by a five member Faculty Council, representing the Faculty of NMHS.
2. In the Fall of the Junior and/or Senior year, students who have met the cumulative weighted GPA\* requirement of 115.00 are invited to submit further information regarding their credentials for **leadership**, **service**, and **character**. This additional student information assists the Faculty Council to ascertain the degree to which a student candidate meets the overall selection criteria. The packets must be completed, signed by both the student and parent, and returned to the advisors by the specified deadline. Note that late or incomplete forms are taken as negative indicators and will have an impact on selection. (\*Refer to "Report Cards" for explanation of weighted grading.)
3. Additional input collected from such sources as school records for academics, attendance, guidance, conduct, and administrative or professional teacher records may also be considered. In particular, a list of all scholastically eligible students is sent to members of the faculty and staff who are invited either to recommend or to not recommend the student based upon their knowledge of the student, as well as to elaborate on the strengths and weaknesses of any active student candidates in the areas of **service**, **leadership**, and **character**. If a faculty or staff member does not recommend a student, an explanation must be included. A single instance of non-recommendation will not eliminate the applicant.
4. Upon reviewing each active candidate's credentials, activity information, faculty evaluation, and other factors, the Faculty Council will give individual consideration to and conduct a review of every student in making a final decision.

## Instruction

### Honor Society

5. All active candidates will be informed of the decision of the Faculty Council. If not selected, the candidate will be contacted personally by an advisor and will have the opportunity to review the decision. If selected, the candidate is notified usually by a current member of the NMHS Chapter of the National Honor Society. Candidates eventually get written notification from the Principal.
6. Students ~~and parents~~ wishing to appeal the outcome of the selection process should first meet with the advisors. Should the student ~~and/or parents~~ still not be satisfied, the next level of discussion should take place with the Principal. If a non-selected student and/or parents wish to appeal the Principal's decision, they should follow the New Milford Public Schools chain of command procedure.
7. Complainants need to keep the following considerations in mind:
  - a. The Faculty Council membership is confidential so as to avoid subjecting the process to inappropriate influence or pressure tactics.
  - b. Decisions reached by the Faculty Council about the relative merits of the substance of a candidate's qualifications ought to be respected for the professional integrity and care which has been given to the process.
  - c. Since professional faculty judgments play a role in the process, there is a necessarily subjective nature to some of the membership requirements. That is why the selection is a group decision made with input from the faculty at large.
  - d. It would be incorrect and a distortion of the purpose to expect the Principal to substitute his or her judgment of a student in place of a group decision. For this reason, appeals to the Principal should be made only if the complainants believe procedural or technical problems have occurred.
  - e. The integrity of the National Honor Society selection standards should be upheld by the local chapter and the local chapter needs to comprehend the wide-ranging effects of being subjected to pressure tactics. The National Council of National Honor Society and the National Association of Secondary School Principals make it clear in their documents that they have no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.

New Milford Board of Education  
 Special Meeting—Policy Sub-Committee  
 February 18, 2010  
 Lillis Administration Building, Room 2

<b>Present:</b>	<b>Mrs. Nancy C. Tarascio-Latour, Chair</b>
	<b>Mrs. Lynette Celli Rigdon</b>
	<b>Mr. David Lawson</b>
	<b>Mrs. Alexandra Thomas</b>
<b>Also Present:</b>	<b>Dr. JeanAnn C. Paddyfote, Superintendent of Schools</b>
	<b>Dr. Maureen McLaughlin, Assistant Superintendent of Schools</b>
	<b>Mr. Greg Shugrue, Principal, New Milford High School</b>
	<b>Mr. Gregg Miller, Accounting Manager</b>

NANCY C. BUCKBEE  
 TOWN CLERK  
 2010 FEB 23 A 9 46

NEW MILFORD, CT

<b>1.</b>	<b>Call to Order</b> Mrs. Tarascio-Latour called the meeting to order at 6:31 p.m.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b> No public comment.	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action Items</b>	<b>Discussion and Possible Action Items</b>
<b>3.A.</b>	<b>Policies Recommended for Revision/ Replacement</b>  <b>Policy 6146 Graduation Requirements</b> <ul style="list-style-type: none"> <li>Mr. Shugrue commented on the thoroughness of the recommended policy. He met recently with incoming freshmen, Class of 2014, and addressed the graduation requirements of 22.5 credits as well as the performance requirements in this policy. When asked about planning for post secondary education, Mr. Shugrue told the students the time to plan is now.</li> <li>The Early Graduation policy will be combined with this policy.</li> </ul> <b>Policy 6000 Concept and Roles in Instruction</b> <ul style="list-style-type: none"> <li>Recommended for revision.</li> <li>Addition to legal reference: CGS 10-228 Free textbooks, supplies, material and equipment.</li> </ul> <b>Policy 6010 Goals and Objectives</b> <ul style="list-style-type: none"> <li>Item 3 recommended changes and legal reference CGS 10-228 regarding free textbooks, supplies, material and equipment.</li> <li>Dr. Paddyfote noted anytime the district requires a student to use an item to complete an assignment, such as a calculator, the Board must make it available to students at no cost.</li> </ul> <b>Policy 6111 School Calendar</b> <ul style="list-style-type: none"> <li>Added: "If a holiday in January or December</li> </ul>	<b>Policies Recommended for Revision/Replacement.</b>  <b>Policy 6146 Graduation Requirements</b>  <b>Policy 6000 Concept and Roles in Instruction</b>  <b>Policy 6010 Goals and Objectives</b>  <b>Policy 6111 School Calendar</b>

<p><b>3.B.</b></p>	<p>occurs on a school day, there shall be no school on such day.”</p> <p><b>Policy 6114.1 Fire Emergency (Drills)</b></p> <ul style="list-style-type: none"> <li>• Fire drills are held monthly; State requires substituting crisis drills three times a year.</li> </ul> <p><b>Policy 6121.1 Equal Educational Opportunity</b></p> <ul style="list-style-type: none"> <li>• Opportunities to Promote Awareness of Diversity. No questions.</li> </ul> <p><b>Policy 6140 Curriculum</b></p> <ul style="list-style-type: none"> <li>• No questions.</li> </ul> <p><b>Policy 6141.11 Curriculum Research/ Experimental Projects</b></p> <ul style="list-style-type: none"> <li>• No questions.</li> </ul> <p><b>Policy 6142.42 Student Volunteers and Community Service</b></p> <ul style="list-style-type: none"> <li>• Grammatical correction.</li> </ul> <p><b>Policy 6145.5 Organizational Associations</b></p> <ul style="list-style-type: none"> <li>• Mr. Lawson suggested adding “but not limited to” following the word <i>including</i> in the paragraph preceding the last section that identifies items 1 and 2.</li> <li>• Dr. Paddyfote will check with the Board’s attorney regarding the proposed change.</li> </ul> <p><b>Policy 6161.7 Use of Proprietary Software Products</b></p> <ul style="list-style-type: none"> <li>• No questions.</li> </ul> <p><b>Policy 6174 Summer School</b></p> <ul style="list-style-type: none"> <li>• Item 3. Tuition, recommended change: “The Superintendent of Schools may, in his/her discretion, waive such charge for any good and sufficient reason.”</li> </ul> <p><b>Policies Recommended for Deletion</b></p> <p><b>Policy 6114. Emergencies and Disaster Preparedness</b></p> <ul style="list-style-type: none"> <li>• This policy is recommended for deletion because it is in another policy in the 5000 series.</li> </ul>	<p><b>Policy 6114.1 Fire Emergency (Drills)</b></p> <p><b>Policy 6121.1 Equal Educational Opportunity</b></p> <p><b>Policy 6140 Curriculum</b></p> <p><b>Policy 6141.11 Curriculum Research/Experimental Projects</b></p> <p><b>Policy 6142.42 Student Volunteers and Community Service</b></p> <p><b>Policy 6145.5 Organizational Associations</b></p> <p><b>Policy 6161.7 Use of Proprietary Software Products</b></p> <p><b>Policy 6174 Summer School</b></p> <p><b>Policies Recommended for Deletion</b></p> <p><b>Policy 6114 Emergencies and Disaster Preparedness</b></p>
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<p>4. 4.A.</p>	<p><b>Policy 6114.7 Safe Schools</b></p> <ul style="list-style-type: none"> <li>Recommended for deletion; it is incorporated into several policies in the 5000 series.</li> </ul> <p><b>Policy 6146.13 Early Graduation</b></p> <ul style="list-style-type: none"> <li>This policy is recommended for deletion because it has been added to Policy 6146 Graduation Requirements.</li> </ul> <p><b>Item of Information</b></p> <p><b>Revision of Regulation</b></p> <p><b>6145.51 Honor Society</b></p> <ul style="list-style-type: none"> <li>Recommended for revision,</li> </ul> <p>Mr. Lawson moved to send the following policies: 6000, 6010, 6111, 6114.1, 6121.1, 6140, 6141.11, 6141.42, 6145.5, 6146, 6161.7, and 6174 for revision or replacement to the full Board at its Regular Meeting in April for first review. Motion seconded by Alexandra Thomas and passed unanimously.</p> <p>Mrs. Thomas moved to send policies: 6114, 6114.7 and 6146.13 for deletion to the full Board at its Regular Meeting in April 1 first review. Mrs. Lawson seconded the motion which passed unanimously.</p>	<p><b>Policy 6114.7 Safe Schools</b></p> <p><b>Policy 6146.13 Early Graduation</b></p> <p><b>Item of Information</b></p> <p><b>Revision of Regulation</b></p> <p><b>6145.51 Honor Society</b></p> <p><b>Motion made and passed unanimously to send the following policies: 6000, 6010, 6111, 6114.1, 6121.1, 6140, 6141.11, 6141.42, 6145.5, 6146, 6161.7, and 6174 for revision or replacement to the full Board at its Regular Meeting in April for first review.</b></p> <p><b>Motion made and passed unanimously to send policies: 6114, 6114.7, and 6146.13 for deletion to the full Board at its Regular Meeting in April for first review.</b></p>
<p>5.</p>	<p><b>Adjourn</b></p> <p>Mrs. Thomas moved to adjourn the meeting at 7:10 p.m., seconded by Mrs. Rigdon. Motion passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn at 7:10 p.m.</b></p>

**Respectfully submitted,**



**Nancy C. Tarascio-Latour, Chair  
Policy Sub-Committee**