

NEW MILFORD BOARD OF EDUCATION

**New Milford Public Schools
50 East Street
New Milford, Connecticut 06776**

**POLICY SUB-COMMITTEE
MEETING NOTICE**

RECEIVED
POLICY LEAK
2020 JAN 31 P 1:25
NEW MILFORD, CT

DATE: February 4, 2020
TIME: 6:45 P.M.
PLACE: Lillis Administration Building - Room 2

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. Call to Order

2. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. Discussion

A. 9000 Series Review:

- 1. 9000 Role of the Board and Member (Powers, Purposes, Duties)
- 2. 9005 Role of the Board and Its Members (Integrity)
- 3. 9010 Limits of Authority
- 4. 9012 Legal Responsibilities of Boards of Education
- 5. 9020 Public Statements
- 6. 9270 Conflict of Interest
- 7. 9271 Code of Ethics

4. Item of Information

A. Regulation

- 1. 1800 Animals on School Property

5. Public Comment

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member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

6. Adjourn

Sub-Committee Members: Angela C. Chastain, Chairperson
Wendy Faulenbach
Tammy McInerney
Cynthia Nabozny

Alternates: Joseph Failla
Brian McCauley

Bylaws of the Board

Role of the Board and Member (Powers, Purposes, Duties)

It is the obligation of the Board to understand the mandatory powers and duties assigned to the New Milford Board of Education.

The Board of Education shall be charged with the care and management of the New Milford Public Schools. The Board shall perform all duties as required by law and as needed to meet the educational needs of the district.

The New Milford Board of Education has the authority and the responsibility to govern the local public schools within the powers granted by the Constitution and the General Statutes of the State of Connecticut; the regulations of the Connecticut State Board of Education, and the pertinent provisions as determined by the Town of New Milford.

The New Milford Board of Education shall govern within an established set of Bylaws. As an elected Board of the community and an agent of the State, the Board shall:

1. Adopt policies for the operation of schools
2. Employ a Superintendent capable of ensuring that the district maintains a position as an outstanding school system and that school personnel carry out the policies of the Board with energy and dedication
3. Hold public meetings, including hearings, as required and in compliance with the Freedom Of Information Act
4. Appoint, promote, demote and discharge all personnel as recommended and/or nominated by the Superintendent
5. Negotiate and authorize all written contracts that relate to the operation of the schools
6. Formulate Board policies which best serve the educational interests of students and provide the Superintendent with sufficient and adequate guidelines for implementation.
7. Ensure with no less than 900 hours of instruction (or 450 hours for half-day kindergarten), schools be maintained for at least 180 days each school year.
8. Adopt a budget for Town approval and serve as the authority for the funds appropriated; the Board shall be responsible for the disbursement and transference of funds and shall require an accurate accounting for the funds expended

Bylaws of the Board

Role of the Board and Member (Powers, Purposes, Duties) (continued)

9. Exercise the authority over buildings, lands, apparatus and property used for school purposes; it being the responsibility of the Board to determine the facility needs of the schools and approve plans for construction, maintenance and repair
10. Provide the required and necessary program of services for all New Milford students
11. Promote open communication between the school system and the community to encourage public interest and participation in the operation of the schools
12. Perform any and all other duties which may be deemed necessary and/or required by law

Role of the Board Member

Each individual should have a clear understanding of his/her role as a Board member.

Members of the Board of Education shall represent and balance the educational interests of students, citizens of the Town and the State of Connecticut. The Board of Education exists only when convened to conduct the business of the Board. Individual members of the Board have no authority except when acting as part of the Board legally in session or when discharging an assignment by the Board.

The members of the Board recognize that they hold no authority as individuals unless specified in their role as officers of the Board. They shall at all times maintain the attitudes and actions that will ensure the integrity of the Board of Education. Board members shall accept the responsibilities as dictated by law and abide by the standards as set forth in this policy.

1. Each new Board member shall receive from the Superintendent the materials necessary for the orientation to his/her role as a Board member.
2. Each Board member shall become informed about the New Milford schools and their educational programs and activities; as well as the general nature, value and direction of contemporary education in our society.
3. Each Board member shall understand and follow Board policy and shall become knowledgeable of the Board's authority, constraints and procedures.
4. Each Board member shall regularly attend and shall be prepared for all Board meetings, including the meetings of the committees on which he/she serves.

Bylaws of the Board

Role of the Board and Member (Powers, Purposes, Duties) (continued)

5. Each Board member shall treat fellow members with the respect due their office, demonstrating courtesy and decorum at all public meetings and in all public statements.
6. Each Board member shall not surrender his/her independent judgment to special interest or partisan political groups; or to use the schools for personal gain.
7. Each Board member shall hold confidential all discussions held in executive session, as well as all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools.
8. Each Board member shall refer all complaints and/or concerns to the Superintendent of Schools.
9. A Board member shall not be employed by the New Milford Board of Education.
10. Each Board member shall avoid any situation which may be interpreted as a conflict of interest.

Legal Reference: Connecticut General Statutes

1-200 Definitions

10-16 Length of school year

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules

10-240 Control of schools

10-241 Powers of school districts

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: April 10, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Role of the Board and Its Members

Statement of Integrity

The long term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular. As Board of Education members, our goal is to improve the education of our children and to advocate for them and their best interests. Board members must be working effectively together and with others in the community to successfully reach this goal. A Board of Education that operates with integrity will be a more effective Board. Integrity is first, discerning what is right and what is wrong; second, acting upon what you have discerned even at personal cost; and third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents, and others in the community be considered in every decision. A Board of Education with a sense of integrity will consider what is right, and what is wrong. This takes discipline and an awareness of one's environment.

To this end, as a Board of Education with integrity, we will:

- Understand that our first and greatest concern is the educational welfare of the students, and that all decisions must be based on this understanding;
- Render all decisions based solely on our judgment of the available facts and not surrender that judgment to individuals, special interests, or our own personal agendas;
- Attend all Board meetings insofar as possible, and be prepared to discuss and/or act upon all agenda items;
- Be responsible for becoming informed on any and all issues coming before the Board;
- Seek to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
- Conduct our meetings and foster an environment where all elements of the community can express their ideas;
- Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
- Refrain from using our position on the Board for personal or partisan gain;

Bylaws of the Board

Role of the Board and Its Members

Statement of Integrity (continued)

- Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
- Fairly assess all non-instructional aspects of the school operation; AND
- Support all decisions by the Board to the community once a decision has been reached.

The New Milford Board of Education is committed to the highest legal and ethical standards essential in governing its school system. It endeavors to encourage growth and support established and innovative educational objectives.

(cf. 9000 - Role of Board and its Members)

(cf. 9271 - Code of Ethics)

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 14, 2006

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Limits of Authority

The Board of Education is the unit of authority. Apart from their function as part of the unit, Board members have no individual authority. Individually the Board member may not commit the district to any policy, act or expenditure. The Board member is prohibited from doing business with the school district and from having an interest in any contract with the school district in general. The Board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

No member of the Board of Education shall be asked to perform any routine or clerical duties which may be assigned to an employee.

Personnel records other than those made available to the entire Board by the Superintendent of Schools shall not be made available to individual Board members unless it is appropriate and necessary in order to fulfill specific responsibilities set forth by the Board.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-232 Restrictions on employment of members of the board of education.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 14, 2006

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Legal Responsibilities of Boards of Education

Powers, duties, and responsibilities of Connecticut Boards of Education originate from state statutes. The Board of Education has responsibility for district education and for maintaining good public elementary and secondary schools; implementing the educational interests of the state as defined in Section 10-4a, including efforts to reduce racial, ethnic and economic isolation, and complying with orders from the Commissioner of Education arising from hearings held under 10-4b (on complaints alleging failure or inability of the Board to implement the educational interests of the state); providing all children of the school district as nearly equal advantages as may be practicable; and providing such other educational activities as in its judgment will best serve the interest of the school district. Other specific Board of Education responsibilities enumerated in state statutes include:

1. preparation of an annual budget (10-222);
2. monitoring and directing budget expenditures and prevention of over-expending the total appropriation to the Board by the town (10-222);
3. provisions for each resident child of school age to attend public day school for the period required by law (10-220);
4. insuring that each child five years of age and over and under eighteen years of age attends schools in accordance with state requirements (10-220) (10-184);
5. provision of at least one hundred eighty days of actual school sessions each year; a minimum of nine hundred hours of actual school work in grades 1-12 and at least four hundred fifty hours of actual school work in kindergarten (10-15)(10-16);
6. determination of the number, age, and qualifications of the students to be admitted into each school (10-220);
7. acting as a body corporate with powers to sue and be sued; to purchase, receive, hold, and convey real and personal property for school purposes; to build, equip, purchase and rent schoolhouses and make major repairs on them, and to supply them with fuel, furniture, and other appendages and accommodations; to establish and maintain schools of different grades; to establish and maintain a school library; to make agreements and regulations for establishing and conducting of schools consistent with regulations of the town; to employ teachers in accordance with Section 10-151 or authorize the Superintendent of Schools to employ teachers; as a school district through its Board of Education, the town is authorized to pay taxes and borrow money for educational purposes and to make agreements and regulations (10-241);

Bylaws of the Board

Legal Responsibilities of Boards of Education (continued)

8. provision of textbooks, supplemental books, and library books, supplies, materials, and equipment loaned and furnished to students free of charge subject to Board and Superintendent rules of care and use (10-228); change of textbook adoptions requires at least a two-thirds vote of the Board notice of such potential adoption having been given at a meeting at least one week previous to the vote (10-229);
9. establishment of school attendance areas (10-220);
10. participate in a state-wide inter-district public school choice attendance program; (10-4a) (10-266aa,(b)-(g);
11. provisions for reasonable and desirable student transportation to school including students attending charter schools and magnet schools, (10-220)(10-220c); to state vocational and state vocational agricultural schools (10-97), and equivalent transportation for students in grades K-12 attending nonpublic nonprofit schools within school district boundaries when a majority of such students attending the nonprofit nonpublic schools are residents of Connecticut (10-281);
12. employment and dismissal of certified personnel in accordance with state statutes and Board policies (10-220) (10-151d);
13. provision of an appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among schools, proper maintenance of facilities and a safe school setting (10-220);
14. continuing study of the need for school facilities and of a long-term school building program and from time to time making recommendations to the town (10-220);
15. care, maintenance, and operation of buildings, lands, apparatus and other property used for school purposes (10-220);
16. insuring all buildings and all capital equipment against loss in an amount not less than eighty percent of replacement cost (10-220);
17. provision of in-service training for certified teachers, administrators, and other personnel (10-220a);

Bylaws of the Board

Legal Responsibilities of Boards of Education (continued)

18. provision of United States Flags for each schoolroom to be displayed therein each school day, also provide each school with a U.S. Flag of silk or bunting not less than four feet in length and a suitable flagstaff or other arrangement whereby such flag may be displayed on school grounds in good weather and on the inside of the school building in inclement weather (10-230);
19. saving harmless Board members, teachers, or other employees from financial loss and expense, including legal fees and costs, arising from any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury or death of any person or accidental damage or destruction of property including, but not limited to, infringement of a person's civil rights which result in any injury as long as employee actions are not wanton, reckless, or malicious and are, at the time of such acts, acting in the discharge of his or her duties or within the scope of employment or under the direction of the Board (10-235);
20. saving harmless Board members and employees from financial loss and expense, including payment of reasonable medical expenses or other services, as a result of an assault while the employee was acting in the discharge of his or her duties or within the scope or employment or under the direction of the Board, when expenses aren't paid by an employee's insurance, workers' compensation, or any other source not involving an expenditure by the employee (10-236a);
21. conducting a public hearing on any issue specified in a written petition within three weeks of receiving the petition signed by one per cent of district voters, or fifty voters whichever is greater; such public hearing shall be held at a time and place designated by the Board of Education not later than three weeks after receipt by the Board of such petition (10-238);
22. granting the use of rooms, halls, school buildings or grounds, or any other school facilities, for voting, under the provisions of Title 9 whether or not school is in session, subject to reasonable restrictions the Board of Education may impose (10-239);
23. developing and implementing a three year plan to improve the reading skills of students in kindergarten through three (10-221h);
24. submission of required reports to the Commissioner of Education or State Board of Education, including:
 - a. not later than September 1st of each year, of all receipts, expenditures, and statistics required by the Commissioner on such forms, with such documentation and in accordance with instructions of the Commissioner (10-227); such report to be certified not later than December 31st of the same year by an independent public accountant (7-392);

Bylaws of the Board

Legal Responsibilities of Boards of Education (continued)

- b. each five years, in a manner prescribed by the Commissioner, (1) a statement of educational goals for the public schools developed with parents, students, school administrators, teachers, citizens, local elected officials, and any other groups or individuals the Board determines, such goals to be consistent with statewide goals of the State Board of Education (10-220), and (2) a five year plan for the ongoing and systematic assessment and improvement of teacher evaluation and professional development related to student needs (10-151b)(10-220a);
- c. each year at such time and in such manner as the commissioner prescribes, attestation that the district's educational program offerings and instruction are based on stated educational goals previously developed and submitted as described in "b" above (10-220);
- d. by May 1st of each year, in a format as required by the CSDE, strategic school profiles for each school and for the school district as a whole (10-220);
- e. prior to each October 1st, the name, address of employment, and contractual annual salary of all certified employees (10-226);
- f. the name and address of a new Superintendent of Schools within seven days after notice of his or her decision to accept a contract offer for employment (10-226);
- g. at such time and in a manner prescribed by the State Board of Education, data on racial minorities in district schools (10-226a);
- h. annually, not later than June fifteenth, through enumeration or other means approved by the Commissioner of Education, on the form prescribed, a report of the number of children of compulsory school age (10-249)(10-250);
- i. biennially to the Commissioner of Education on the condition of facilities and the action taken to implement the long term school building program (including any individual school building project), indoor air quality program and green cleaning program (10-220);
- j. biennially, beginning, July 1, 2000, to the regional education service center on the programs and activities undertaken in the district to reduce racial, ethnic and economic isolation including information on the number and duration of such programs and activities and the number of students and staff involved and evidence of the progress over time in the reduction of racial, ethnic and economic isolation (10-226h);

Bylaws of the Board

Legal Responsibilities of Boards of Education (continued)

- k. every five years, provide for an inspection and evaluation program in accordance with the law of the indoor air quality within school buildings that are or have been constructed, extended, renovated or replaced on or after January 1, 2003 (10-220).
25. development of written policies, procedures, rules on:
- a. management, studies, classification and discipline of the public schools; textbooks, rules for school library media centers, books and educational media; approval of plans for school buildings, and school oversight (10-221);
 - b. student conduct and notification to parents of student suspension and expulsion; and promulgation of rules at least annually to students (10-221)(10-233e);
 - c. homework, attendance, promotion, and retention (10-221); (promotion and graduation policies that foster student achievement and reduce the incidence of social promotion) (10-223a);
 - d. student truancy (10-198a);
 - e. dealing with the use, sale, or possession of alcohol or controlled drugs by students on school property and cooperation with law enforcement officials (10-221);
 - f. youth suicide prevention and youth suicide attempts (10-221);
 - g. parent-teacher communication/parental involvement(10-221);
 - h. reporting complaints re school transportation safety and reporting of accidents at school bus stops (10-221c);
 - i. sanctions against pupils who damage or fail to return textbooks, library materials or other educational materials (10-221);
 - j. uniform treatment of recruiters, military and non-military (10-221b);
 - k. reporting of child abuse and neglect by school employees (17-101i);
 - l. weighting of grades for honors and advanced placement courses (10-220g);
 - m. pesticide application at schools including maintaining a copy of the record of each pesticide application at a school for five years (10-231c) (22a-66a); a green cleaning program that provides for the procurement and use of environmentally preferable cleaning products in school buildings and facilities (10-220)(10-231g);

Bylaws of the Board

Legal Responsibilities of Boards of Education (continued)

- n. administration of medication (10-212a), management of life threatening allergies (10-212c), prohibition of school personnel recommending psychotropic drugs (10-212b), wellness (42 U.S.C.A. 1751 Richard B. Russell National School Lunch Act) and restraint and seclusion of persons at risk (46a-154);
 - o. safe school climate plan to address bullying in the schools (10-221d);
 - p. education records: confidentiality, access and amendment (20 U.S.C.A. 1232g, Family Educational Rights and Privacy Act or FERPA); student privacy, parental access to information about surveys and administration of certain physical exams (20 U.S.C.A. 1232h Pupil Privacy Rights Amendment or PPRA);
 - q. equal employment opportunity (federal and state civil rights statutes) and equal educational opportunity (10-15c; grievance procedures to provide prompt and equitable resolution of complaints by employees and students alleging discrimination or sexual harassment (34 C.F.R. 106.8 (Regulations of Title IX of the Civil Rights Act of 1972) and 34 C.F.R. 104.7 (Section 504) and 28 C.F.R. 35.107 (ADA));
 - r. minority staff recruitment (10-220);
 - s. making time available each day to recite the Pledge of Allegiance (10-230);
 - t. athletic coaches evaluation and termination (10-222e).
26. Under permissive powers, the Board of Education is not obligated to, but may at its discretion:
- a. establish and maintain summer schools on a voluntary basis and charge children a reasonable fee not to exceed the cost of programs, provided the Board may waive any charges for good and sufficient reason (10-74a);
 - b. authorize administrators to suspend students, out of school or in-school, and from bus privileges and recommend expulsion of students whose conduct endangers persons or property or is seriously disruptive of the educational process or violative of a publicized Board policy (10-233c);
 - c. insure against liability imposed by Sections 10-220 and 10-235 (10-236);

Bylaws of the Board

Legal Responsibilities of Boards of Education (continued)

- d. upon request, for not less than one semester's use, of nonpublic school students, or their parents/guardians, residing in and attending a nonpublic school in the district, free loans of current district textbooks (10-228a);
- e. provide inter-group relations teacher training and select a coordinator of inter-group relations, provide for workshops and training in inter-group relations, evaluate and recommend textbooks and curricula materials concerning racial and cultural minorities, and introduce and implement programs of inter-group relations in the schools (10-226g);
- f. establish and maintain school activity funds (10-237);
- g. provide for use of any room, hall, schoolhouse, school grounds, or other school facility for nonprofit educational or community purposes (10-239);
- h. appoint and prescribe duties of licensed dental hygienists (10-213);
- i. regardless of whether school is in session grant temporary use of rooms, halls, school buildings, or grounds, or other school facilities for public, educational, or other purposes or, when school is not in session for political discussions (10-239);
- j. contract with a federal governmental agency for funds to establish a demonstration scholarship program for up to five years (10-239a et. seq.);
- k. take by eminent domain, upon approval of the legislative body, land for a site, or addition to a site, for a public school building (10-241a);
- l. provide out of district transportation to a non-profit Connecticut elementary or secondary nonpublic school approved by the State Board of Education (10-280a);
- m. provide services of a school psychologist, remedial speech, school social worker, and special language teachers for non-English speaking students to children attending private nonprofit schools within the town (10-217a, Section 3g);
- n. operate student savings programs with any banks (36a-300);
- o. exchange professional personnel and students with institutions of other states and other countries and conditions for such exchanges (10-27);
- p. offer one half credit in community service if courses are supervised by certified teachers, are of fifty or more hours non-school time, and with at least ten hours of related classroom instruction (10-221a);

Bylaws of the Board

Legal Responsibilities of Boards of Education (continued)

- q. establish firm high school graduation date on or after the 185th school day (10-16L);
 - r. provide transportation to an out-of-district charter school. (10-266m).
27. compliance with all provisions of the Connecticut General Statutes.

(cf. Board of Education Policies Series 1000 through 9000)

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 14, 2006
Bylaw revised by the Board: April 10, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Public Statements

The New Milford Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1112.2 - School News Releases)

(cf. 1120 - Board of Education Meetings)

Bylaws of the Board

Conflict of Interest

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of new personnel. Therefore:

1. Board members are strictly prohibited from being financially interested, or having any personal beneficial interest, either directly or indirectly, in any contract or purchase order for any supplies, materials, equipment or contractual services furnished to or used by the Board of Education. It is not the intent of this bylaw to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances the member may be expected to declare his/her association with the firm and will refrain from debating or voting on the question.
2. If a member of the immediate family of a Board member--specifically parent/guardian, spouse, child or grandchild or any person who resides with the Board member -- is being considered for employment, that member shall disqualify him/herself from participation in discussion or vote.
3. The Board shall not give preferential treatment to companies in which town officials or paid town employees, have a major financial interest or to companies by which they are employed.
4. No Board member shall use his or her position to influence an employment or contractual decision other than those routinely made by the Board itself.
5. No member of the Board may be employed for compensation in any position in the school system. If a Board member is employed by the school district, the office to which he/she was elected or appointed shall become vacant.
6. Board members are strictly prohibited from accepting or receiving, directly or indirectly, from any person, firm or corporation to which any contract or purchase order may be awarded by the Board of Education, by rebate, gifts or otherwise, any money, or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Legal Reference: Connecticut General Statutes
 7-479 Conflicts of Interest.
 10-156e Employees of boards of education permitted to serve as elected
 officials; exception.
 10-232 Restrictions on employment of members of the board of education.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: October 9, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Code of Ethics

As a guide to performing their duties, Board members should:

1. Be an advocate of high quality free public education for all Connecticut children.
2. As an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools, and bring about any needed change only through legal and ethical means.
3. Help create public schools which meet the individual educational needs of all children regardless of their race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression or any other class protected by law.
4. Work to help the community to understand the importance of proper support for public education.
5. Become informed about the nature, value and direction of contemporary education and support needed change in the schools.
6. Serve as a communications link between the community and the schools, working to ensure that the community is fully and accurately informed about the schools, and that the school staff understands the aspirations and desires of the community.
7. Recognize that a Board member's responsibility is not to "run the schools", but to see that they are well-run through effective policies.
8. Confine Board action to policy-making, planning, and appraisal, and consult with those who will be affected by the Board's actions.
9. Arrive at conclusions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
10. Recognize that authority rests only with the whole Board assembled in a meeting, and make no personal promises nor take any private action that may compromise the Board.
11. Never use the position on the Board for personal gain.
12. Hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the schools.

Bylaws of the Board

Code of Ethics (continued)

13. Ensure that all school business transactions be open and ethical.
14. Ensure that the best personnel available are appointed to all positions in the district.
15. Refer all complaints through the proper "chain of command" within the system, and act on such complaints at public meetings only when administrative solutions fail.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: June 12, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Animals on School Property

I. Service Animal Requests

Requests to utilize a service animal on school grounds shall be administratively processed by the Superintendent of Schools or his or her designee in accordance with Board Policy #1800 and this regulation. Upon being apprised of a service animal request, or learning of a student, staff member or community member's need or potential need for the assistance of a service animal on school grounds, the Superintendent, or his or her designee, shall communicate with the student's parent(s)/guardian(s), staff member or community member regarding the procedures set forth in Board Policy #1800 and this regulation. The student's parent(s)/guardian(s), staff member or community member shall be provided with a copy of the attached Appendix A – Service Animal Request Form.

Upon receipt of a completed Service Animal Request Form and supporting documentation the Superintendent or designee shall review the supporting documentation to determine:

- A. Whether the service animal has been properly licensed, and;
- B. Whether the service animal has had all vaccinations and immunizations required by law (e.g. all dogs six months or older must receive rabies vaccination).

If the Service Animal Request Form has been properly completed and the supporting documentation provided by the requesting party establishes that the animal has been properly licensed and has received all required vaccinations required by law the request shall be approved subject to the conditions for removal of a service animal from school property set out in Board Policy #1800.

II. Service Animal Management Plan

Upon approval of a service animal request, the Superintendent or his or her designee may work with the requesting party to develop a service animal management plan if the animal will be on school grounds for an extended period of time. The attached Appendix B – Service Animal Management Plan may be used for this purpose. Once completed, a copy of the Management Plan will be signed by the applicable school principal or administrator and shared with appropriate District personnel to ensure that the service animal is appropriately integrated into the school setting.

Community Relations

Animals on School Property

III. School Community Notification

Where appropriate, the Superintendent or his or her designee shall be responsible for notifying school community members that a service animal has been approved to be on school property. Proper notification procedure shall be assessed on a case-by-case basis and care will be taken to only notify community members (staff, students, parents, etc.) who have a legitimate “need to know” that the service animal will be on school grounds. In assessing proper notification procedures, the Superintendent or designee should review student health and Section 504 plans as necessary as well as any student health records that would indicate the presence of a severe allergy to the service animal.

IV. Non-Service Animal Requests

Requests to bring a non-service animal on school grounds shall be administratively processed by the Superintendent of Schools or his or her designee in accordance with Board Policy #1800 and this regulation. A copy of the attached Appendix C – Non-Service Animal Request Form shall be completed by the requesting party and submitted to the Superintendent or designee along with all necessary documentation evidencing the animal’s license and vaccination and immunization records along with evidence of necessary insurance coverage where required by Board policy.

V. Records

Records of service animal and non-service animal requests shall be maintained in the office of the Superintendent of Schools. Such records shall be kept for the periods required under applicable State records’ retention schedules.

APPENDIX A

NEW MILFORD PUBLIC SCHOOLS
SERVICE ANIMAL REQUEST FORM

Date

School Building

Parent(s)/Guardian(s)

Staff Student Other
Person assisted by animal

Animal Owner

Handler (if not person with disability)

Type of Animal: Dog Miniature Horse

Name of Animal: _____

If it is not readily apparent that the animal qualifies as a "service animal," please answer the following questions:

Is use of the animal required because of a disability? Yes No

What work or task has the service animal been trained to perform?

I have attached the following documentation:

- Proof of current licensure
- Proof of current vaccinations and immunizations from a licensed veterinarian

I have read and understand the Board of Education's Policy #1800 Animals on School Property. I agree to abide by the terms of that Policy. I understand that if the service animal is out of control, not housebroken, presents a direct and immediate threat to others in the school, or fundamentally alters the nature of the service, program, or activity that cannot be eliminated by reasonable modifications; the school district may exclude or remove my service animal from its property.

I agree to be responsible for any damage to school property or injury to personnel, students, or others caused by the animal. I agree to indemnify, defend, and hold harmless the school district from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Owner Signature Date

Parent/Guardian Signature Date

Assisted Person's Signature Date

Handler Signature Date

APPROVAL

Superintendent (or designee) signature
Printed Name: _____

Date
Title: _____

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

APPENDIX B

**NEW MILFORD PUBLIC SCHOOLS
SERVICE ANIMAL MANAGEMENT PLAN**

Name of Requesting Student, Staff Member or Community Member: _____

School/Site: _____

Name of Service Animal: _____

Water needs: (E.g. provisions of a water bowl, procedures for use, clean up, etc.)

Dietary Needs:

Bladder/Bowel Needs of the Service Animal: (e.g. frequency, location, disposal, etc.)

Other considerations:

- 1) Rest periods away from work:
- 2) Hot Weather:
- 3) Winter Weather:
- 4) Other considerations:

Signature of parent/guardian(s): _____ Date: _____

Signature of parent/guardian(s): _____ Date: _____

Signature of Superintendent (or designee): _____ Date: _____

APPENDIX C

NEW MILFORD PUBLIC SCHOOLS
NON-SERVICE ANIMAL REQUEST FORM

_____ Date

_____ School Building

_____ Requesting Person or Vendor

_____ Animal Owner

_____ Handler

Type of Animal: _____

Name of Animal: _____

Please explain the purpose of bringing the animal on to school grounds:

I have attached the following documentation:

- Proof of current licensure
- Proof of current vaccinations and immunizations from a licensed veterinarian
- Proof of certificate of insurance

I have read and understand the Board of Education's Policy #1800 Animals on School Property. I agree to abide by the terms of that Policy. I agree to be responsible for any damage to school property or injury to personnel, students, or others caused by the animal. I agree to indemnify, defend, and hold harmless the school district from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my non-service animal.

_____ Owner/Authorized Rep Signature Date

_____ Handler Signature Date

_____ Assisted Person's Signature Date

.....
APPROVAL

_____ Superintendent (or designee) Signature

_____ Date

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different non-service animal will be used.