

**NEW MILFORD BOARD OF EDUCATION**  
**New Milford Public Schools**  
**50 East Street**  
**New Milford, Connecticut 06776**

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

<b>DATE:</b>	<b>November 20, 2012</b>
<b>TIME:</b>	<b>6:30 P.M.</b>
<b>PLACE:</b>	<b>Lillis Administration Building, Rm. 2</b>

**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**

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

**3. Discussion and Possible Action Items**

A. Policy Recommended for Revision and Approval at Initial Board Presentation:

1. 6176 Career and Vocational Education

B. Policies Recommended for Revision:

1. 6152 Grouping
2. 6154 Homework
3. 6156 Use of Computers in Instruction
4. 6161.21 Fees, Fines & Charges
5. 6164.12 Acquired Immune Deficiency Syndrome (AIDS)
6. 6172.6 Virtual/Online Courses/College/University Courses

**4. Adjourn**

**Sub-Committee Members:** **Mr. Tom Brant, Chairperson**  
**Mr. David A. Lawson**  
**Mr. David R. Shaffer**  
**Mrs. Daniele Shook**

**Alternates:** **Mr. Daniel W Nichols**  
**Mr. Tom McSherry**

GEORGE C. BUCKBEE *3/1/12*  
TOWN CLERK

2012 NOV 16 A 8: 55

NEW MILFORD, CT

**RECOMMENDED FOR REVISION AND  
APPROVAL AT INITIAL BOARD PRESENTATION**

*Bold Italicized* language constitutes an addition

*Commentary: The suggested revision is a requirement of Section 14 of the Education Reform Act, P.A. 12-116.*

**6176**

## **Instruction**

### **Career and Vocational Education**

The Board of Education believes that constructive attitudes and concepts involving the dignity of all kinds of work should be woven into existing curriculum, commencing with the beginning grades. Educational programs shall continuously expose students to the nature of the wide variety of careers in the world of work. Occupational education shall take into account technical and economic conditions and changes, and, as a core component of comprehensive education, shall share with other aspects of the curriculum the purpose of development of character and attitudes as well as skills. Guidance and counseling services shall be provided to each student throughout his or her academic program.

The Board of Education directs the administration to offer a planned, ongoing and systematic program of instruction in career education and, at least on the secondary level, in vocational education.

***The Board shall post information about technical high schools, magnet schools, regional vo-ag centers, charter schools, inderdistrict student attendance programs and alternative high schools on the Board's website as required by law.***

Legal Reference: Connecticut General Statutes

10-221 Board of education to prescribe rules.

10-265a Definitions.

10-265b State grants for vocational educational equipment.

***P.A. 12-116 "An Act Concerning Education Reform"***

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## RECOMMENDED FOR REVISION

***Bold Italicized*** language constitutes an addition

*COMMENTARY: Conn. Gen. Stat. §10-76k, "Development of experimental educational programs," permits boards of education to develop experimental educational plans and submit them to the State Board of Education. The plans must specify, among other things, "the policies, standards and methods with respect to the operation of the project, including administrative organization, grouping of pupils, educational and instructional practices,..." The suggested revision which follows acknowledges that "grouping" can be part of an experimental educational program.*

6152

## Instruction

### Grouping Policy

The placement of students in instructional groups, classrooms, and programs of study, has a significant impact on their educational and social development. No one grouping or placement practice is best for all children under all circumstances, but some general principles are common to all proper grouping and placement decisions. It is the policy of the Board of Education that grouping and placement decisions be based exclusively on educational considerations and that their primary goal be to promote the best educational interests of the students in question.

In making grouping and placement decisions, staff members must give due regard to the following general principles:

- Students can learn much from students whose skills and interests are different from their own in heterogeneous groups;
- Different students have different skills and interests;
- Students develop at different rates in different areas of learning;
- Students learn from other students as well as from adults; and

The principal is responsible for grouping decisions in his/her building, ***unless grouping is a part of an experimental educational program approved by the State Board of Education.***

Grouping and placement decisions should also reflect the fact that changes in a student's educational development may require changes in his or her placement. Grouping and placement decisions, consequently, should be flexible, and they should be reviewed regularly to test their appropriateness.

***Legal Reference: Connecticut General Statutes  
10-76k. Development of experimental educational programs***

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## RECOMMENDED FOR REVISION

***Bold Italicized*** language constitutes an addition

*Commentary: The only thing the law requires is that you have a policy on homework. The specifics of the policy are at the discretion of the Board. Therefore, although there are no suggested revisions to this policy from a legal perspective, you may want to revise this policy to reflect current homework practices and/or any of the common core curriculum standards that might impact homework.*

6154

## Instruction

### Homework

The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to be taught the concepts related to the subject area and how to study in school before he/she is given work to do at home. There is, therefore, a steady increase in the amount of homework expected of students from the elementary grades through the senior high school.

Worthwhile homework benefits students. Homework should be an extension of the class lesson, be clearly understood by students, be well planned and meaningful, and be evaluated, corrected, and count for class credit.

Basically, there are three types of homework:

**1. Practice of Skills**

Practice provides students with the opportunity to reinforce and master specific skills presented in class and to review content.

**2. Preparation for Future Classes**

Prepares students for the next class meeting, and may include reading, library research, or other information-gathering activities.

**3. Extension of Classwork**

Extension focuses on individual application, research, and study; takes students beyond work covered in class.

Guidelines for time required for homework at each level (elementary, middle, high school) will take into consideration the needs of the students. Teachers shall assign homework according to administrative regulations.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies and procedures.

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## RECOMMENDED FOR REVISION

***Bold Italicized*** language constitutes an addition

*COMMENTARY: No suggested revisions from legal perspective, but the terminology of the policy is outdated and the original purpose of the policy may now be one which is presumed. Therefore, the only suggestion is to either delete this policy in its entirety or update it to reflect current terminology and practice. For example, it could be titled "Use of Technology..."*

6156

## Instruction

### Use of Computers in Instruction

The Board recognizes that technological advances in all areas are necessary and that microcomputers are and will continue to be a part of this advance. As such, the Board's goal is to implement computer resources in each school facility. Because of the many types of application and the potential cost, the Board establishes the following policy to plan for and guide this growth both for instructional and administrative uses.

Microcomputers for instruction will be used primarily for the following:

1. Computer-assisted instruction to improve student performance.
2. Managing an instructional program in areas such as a classroom, library and resource room, involving maintenance of test scores, grades, and other data used in evaluating instruction and student progress.
3. Teaching computer skills and/or concepts.
4. Simulations for general interest, enrichment, and motivation.
5. Teaching job skills.

Any student or staff member using microcomputers will be instructed in the proper use and care of the hardware and software prior to its use.

Data bases will be restricted to those normally generated within instructional areas.

The school Principal, or designee, will coordinate the use of microcomputers in the classrooms within his/her building.

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<b>RECOMMENDED FOR REVISION</b>
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***Bold Italicized*** language constitutes an addition

*Commentary: The proposed change to this policy is the addition of the last paragraph. The Board does not have to add this paragraph if it does not want to withhold grades, transcript, etc., until fines are paid on textbooks, library materials, or other educational materials. The added language is offered because it is a power the Board may exercise if it so chooses. It should be noted, however, that the law only permits this kind of consequence (withholding grades, etc.) for the failure to pay for learning materials—not all of the items addressed in this policy.*

**6161.21(a)**

## **Instruction**

### **Fees, Fines and Charges**

The Board of Education recognizes its responsibility to purchase books and supplies to meet the needs of instruction in the schools of the District. The Board of Education also recognizes that it is the responsibility of each student to exercise care in the use of instructional materials. A student may be assessed costs of replacing any materials or property which are lost or damaged through his or her negligence.

#### **Textbooks**

1. The Board of Education feels it is the responsibility of the student, who has the loan of textbooks, workbooks, etc., to maintain and care for each textbook or workbook until it is returned to the proper authority at the end of the school year or upon the completion of its use.
2. If the proper use or normal care is not practiced by the student, the student will be expected to pay a fee to cover the cost of replacement or repair.

##### **A. Damaged books**

The charges for damaged books will be determined by the Principal and the book custodian.

##### **B. Lost Books**

The student will reimburse the school system for the replacement cost of the book.

### **Fees for Materials of Non-Required Projects**

Students involved in special interest work over and above the basic instructional program may be charged for materials necessary in their chosen project.



## **Instruction**

### **Fees, Fines and Charges (continued)**

#### **Athletic Uniforms and Equipment**

Students will be responsible for the care and safe return of athletic uniforms and equipment loaned to them. Students will be required to pay the full costs of repairs for uniforms or equipment damage due to misuse or negligence. Students will be responsible for full replacement cost for lost uniforms or equipment.

The Supervisor of Physical Education and Athletics shall develop and implement appropriate uniform control procedures which shall be subject to the approval of the Superintendent of Schools.

#### **Uniforms**

Students will be responsible for care and safe return of uniforms loaned to them. Students will be required to pay the full costs of repairs for uniform damage due to misuse or negligence. Students will be responsible for full replacement cost for lost uniforms.

The supervisor of the activity shall develop and implement appropriate uniform control procedures which shall be subject to the approval of the Superintendent of Schools.

#### **Fines For Inappropriate Use of Library Materials**

If a book or other item is lost, the borrower will only be charged for the replacement and reprocessing costs. In the case of damaged books or items, actual repair costs or replacement costs may be imposed.

#### **Field Trips**

In general, transportation costs for field trips must be borne by the student. In view of this fact, discretion should be used in planning field trips to avoid unreasonable costs. A minimal insurance cost for each student will also be required.

#### **Lab Fees**

No system of lab fees will be permitted. However, students may be charged for loss or breakage of equipment due to deliberate misuse or negligence after the facts have been determined.

## Instruction

### Fees, Fines and Charges (continued)

#### Other fees

In accordance with Board policy, the cost of the following items are to be borne by the student unless waived by the principal:

- Cap and gown for graduation;
- Class ring;
- Yearbook;
- Class dues;
- Materials used in club activities;
- Musical instruments for participating in a school band or orchestra except those provided by the school;
- Club dues;
- Dances.

*With regard to fines assessed for damaging or failing to return textbooks, library materials, or other educational materials, the Board may withhold grades, transcripts or report cards until a student pays for or returns the textbook, library book or other educational material.*

Legal reference: Connecticut General Statutes

10-221(c) Boards of education to prescribe rules.

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



<p><b>RECOMMENDED FOR REVISION</b> <i>Bold Italicized</i> language constitutes an addition</p>
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*Commentary: Revision provides reference to the policy on exemption.*

**6164.12**

## **Instruction**

### **Acquired Immune Deficiency Syndrome (AIDS)**

Education is the best way to prevent the spread of AIDS, and through learning the facts about AIDS, students are better able to make decisions which will keep them healthy and even save their lives. Various school district curricula, including health curricula, science curricula, and social studies curricula among others shall include information on AIDS - both its cause and prevention.

Students will be exempt from instruction on acquired immune deficiency syndrome upon written request of the parent or guardian in accordance with **Board Policy # 6142.1, "Exemption from Instruction"** regulation.

Legal Reference: Connecticut General Statutes

10-19b AIDS education

Policy adopted: June 10, 2003

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION</b> <i><b>Bold Italicized</b></i> language constitutes an addition</p>
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*Commentary – November 2012*

*The suggested revision is necessary to ensure that the online course policy has all of the elements required by Conn. Gen. Stat. §10-221a.*

**6172.6(a)**

## **Instruction**

### **Virtual/Online Courses/College/University Courses**

The Board of Education believes that education through virtual/on-line courses or through university or college courses is an effective means of instruction for students. A virtual school is hereby defined as an educational organization that offers courses at various grade levels through Internet or Web-based methods. These schools can offer courses to enhance, supplement or enrich the existing curriculum and can also provide an alternative means of instruction. Interactive learning does not require the student to be physically present in the same location as the instructor or other students.

Virtual/on-line courses will be part of this District's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the District may earn credit through programs provided by virtual/on-line courses.

All virtual/on-line educational programs and courses will be consistent with District instructional goals and aligned with Connecticut's academic standards, curriculum frameworks and assessments. The administration is directed to periodically review instructional materials of virtual on-line courses to ensure they meet program standards.

The Board of Education recognizes students may benefit from on-line courses or post-secondary courses to assist students in obtaining credits necessary to earn a New Milford High School diploma, to maintain academic standing, or to provide enrichment for those who might require special courses.

The District will not use on-line courses as the sole medium for instruction in any required subject area for students in grades K-8.

High school students may earn a maximum of three (3) units of academic credit to be applied toward graduation requirements by completing on-line or virtual courses or university/college courses through agencies approved by the Board unless the principal waives that provision in writing stating the reasons why, citing whatever circumstances that has caused this waiver.

Credits from an on-line or virtual course or a university/college course may be earned ***toward graduation*** only in the following circumstances:

- 1. The workload required by the on-line course is equivalent to that of a similar course taught in a traditional classroom setting.***

## Instruction

### Virtual/Online Courses/College/University Courses (continued)

2. *The content is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate.*
3. *The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in on-line demonstrations, discussion boards or virtual labs.*
4. *The program of instruction for such on-line coursework is planned, ongoing and systematic.*
5. *The courses are (a) taught by teachers who are certified in the state or another state and have received training on teaching in an on-line environment, or (b) offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or State Board of Education or regionally accredited;*
6. The course is not offered at the District's high school.
7. The high school does offer the course, but the student is unable to take it due to an unavoidable schedule conflict.
8. The course will serve as an alternative or a supplement to extended homebound instruction.
9. The District has expelled the student from the regular school setting, and the student has been offered an alternative educational opportunity.
10. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
11. A student has failed a course and wishes to recover credits in that course area.
12. The student's PPT or Section 504 Team has determined it to be an appropriate means of instruction.

As determined by Board/school policy, students applying for permission to take a virtual course will do the following:

- Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an on-line/college learning environment.

## Instruction

### Virtual/Online Courses/College/University Courses (continued)

- Obtain the written approval of the Principal or his/her designee before a student enrolls in a virtual course or the university/college course.
- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.
- Understand that any and all fees imposed on the learner are the sole responsibility of the learner and not the New Milford Board of Education or its designee.

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be posted on student transcripts.

Students will have access to sufficient library media resources such as a “virtual library” available through the World Wide Web, laboratory facilities, technical assistance, and hands-on training and information.

- Approval of any course shall be based upon its compliance with Connecticut’s academic standards and requirements, ~~including but not limited to the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualification of the instructor and other appropriate factors.~~

On-line course delivery must be from institutions accredited by the new England Association of Schools and Colleges, Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges or Western Association of Schools and Colleges or, if the institution is foreign, recognized by the Connecticut State Department of Education as having appropriate academic standards.

Legal Ref: Connecticut General Statutes Section  
10-221 (Board of Education to prescribe rules, policies and procedures)  
***10-221a High school graduation requirements. Student support and remedial services.***

**New Milford Board of Education  
Policy Sub-Committee Minutes  
November 20, 2012  
Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson  
Mr. David A. Lawson  
Mr. David R. Shaffer  
Mrs. Daniele Shook

Absent: Mr. Tom Brant

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
Mr. Joshua Smith, Assistant Superintendent of Schools

GEORGE C. BUCKBEE  
TOWN CLERK

2012 NOV 21 P 1:22

NEW MILFORD, CT

1.	<b>Call to Order</b> The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:30 p.m. by Mrs. Faulenbach, acting as Chairperson in the absence of Mr. Brant.	<b>Call to Order</b>
2.	<b>Public Comment</b> <ul style="list-style-type: none"><li>None</li></ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
A.	<b>Policy Recommended for Revision and Approval at Initial Board Presentation:</b>	<b>Policy Recommended for Revision and Approval at Initial Board Presentation:</b>
1.	<b>Policy 6176 Career and Vocational Education</b> <ul style="list-style-type: none"><li>Mrs. Faulenbach referenced the change in the law for the revision to this policy.</li></ul> <p>Mrs. Shook moved to bring Policy 6176 to the full Board for approval. Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p>	<b>1. Policy 6176 Career and Vocational Education</b>  <b>Motion made and passed unanimously to bring Policy 6176 to the full Board for approval.</b>
B.	<b>Policies Recommended for Revision:</b>	<b>Policies Recommended for Revision:</b>
1.	<b>Policy 6152 Grouping</b> <ul style="list-style-type: none"><li>Mrs. Faulenbach noted the legal reference.</li><li>Mrs. Shook asked for clarification on the</li></ul>	<b>1. Policy 6152 Grouping</b>

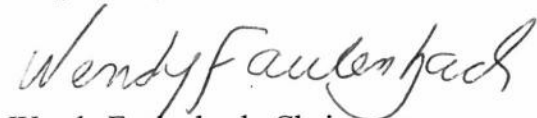
	<p>grouping decision. Dr. Paddyfote referred to the policy which talks about the placement of students in instructional groups, classrooms, and programs of study.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted the policy's reference to the flexibility of the grouping.</li> </ul> <p><b>2. Policy 6154 Homework</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that this policy was last reviewed in 2003 and that there was no suggested revisions from a legal perspective.</li> <li>• Dr. Paddyfote said there had been no problems with this policy since last review.</li> <li>• Mr. Shaffer asked if there was an administrative regulation that accompanies this policy. Dr. Paddyfote said there was not a written regulation; homework guidelines were typically discussed at Administrative Team Meetings and covered in school handbooks.</li> <li>• The consensus was to continue with the current format of the policy.</li> </ul> <p><b>3. Policy 6156 Use of Computers in Instruction</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach stated that this policy was also last reviewed in 2003. There were no suggested revisions from a legal perspective but the suggestion was made to either delete or update.</li> <li>• Mr. Shaffer said he favored deletion. Mr. Lawson suggested updating since it provides guidance as a user's policy.</li> <li>• The committee came to consensus on several changes. It was agreed that the changes would be made and the adjusted version brought forward to the Board.</li> </ul> <p><b>4. Policy 6161.21 Fees, Fines &amp; Charges</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said that this policy as it stands has not been a problem and the paragraph suggested at the end did not have to be added. It was at the Board's discretion.</li> <li>• Mr. Shaffer was in favor of including the</li> </ul>	<p><b>2. Policy 6154 Homework</b></p> <p><b>3. Policy 6156 Use of Computers in Instruction</b></p> <p><b>4. Policy 6161.21 Fees, Fines &amp; Charges</b></p>
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	<p>paragraph to help recoup the money lost when books etc. are not returned.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked what happens in a case where the parent is unable to pay. Dr. Paddyfote said there were standards for indigency to handle that circumstance.</li> <li>• Mr. Lawson said he would not support this change going forward as he views grades as the property of the student and would be concerned about legal challenges to this policy.</li> <li>• Mrs. Faulenbach asked what happens currently when items are not returned. Dr. Paddyfote said the schools try other measures.</li> <li>• Dr. Paddyfote noted that the revision included the word “may” regarding withholding so gave the Board some leeway in its enforcement. Mr. Lawson said in that case he could support bringing the revision forward for discussion.</li> <li>• Mr. Shaffer asked if the district had a Supervisor of Physical Education and Athletics. Dr. Paddyfote said it was understood to mean Director of Athletics.</li> </ul>	
<b>5.</b>	<p><b>Policy 6164.12 Acquired Immune Deficiency Syndrome (AIDS)</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that this was a minor revision.</li> </ul>	<p><b>5. Policy 6164.12 Acquired Immune Deficiency Syndrome (AIDS)</b></p>
<b>6.</b>	<p><b>Policy 6172.6 Virtual/Online Courses/College/University Courses</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted the additions and stricken language in this revision.</li> <li>• Mrs. Shook asked if all the circumstances had to apply. Dr. Paddyfote said no and that the revision follows the statute language.</li> </ul> <p>Mrs. Shook moved to bring Policies 6152, 6154, 6156, 6161.21, 6164.12 and 6172.6 to the full Board for first review. Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p>	<p><b>6. Policy 6172.6 Virtual/Online Courses/College/University Courses</b></p> <p><b>Motion made and passed unanimously to bring Policies 6152, 6154, 6156, 6161.21, 6164.12 and 6172.6 to the full Board for first review.</b></p>



4.	<b>Adjourn</b>  Mrs. Shook moved to adjourn the meeting at 7:00 p.m. seconded by Mr. Shaffer and passed unanimously.	<b>Adjourn</b>  Motion made and passed unanimously to adjourn the meeting at 7:00 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson  
Board of Education