

**BOE Policy Committee Minutes**  
**3 Primrose Street, Newtown, CT**  
**April 25, 2018**

Meeting was called to order at 8:00 a.m.

**IN ATTENDANCE:** Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue, Elissa Gellis (8:00 – 8:12 am), and Mark Pompano (8:22 am – 8:35 am)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** R. Harriman-Stites made a motion to approve the minutes of March 21, 2018. D. Cruson seconded. Minutes were unanimously approved.

**UNFINISHED NEW BUSINESS**

Discussion and possible action:

<b>Action</b>	<b>Follow-Up</b>
<p><b>Policy 5123.2 – Summer School Work for Credit –</b> L. Rodrigue handed out her proposed language for this policy. She added on to CABE’s “An optional policy to consider” as follows (additions are in red and underlined): “Recognizing that unusual conditions sometimes create a situation in which a student will not obtain a passing grade, the Board of Education will permit a student to make up a limited number of credits in summer school, <u>which may also include online opportunities to receive credits for courses failed previously. Summer school course information will be obtained through the Continuing Education Office (located at Newtown High School).</u></p> <p><u>Make up courses over the summer are for high school students who have taken a course and not completed it successfully with a passing grade. Students must have a grade of 55 or higher and/or and attendance record of 75% to enroll. Not all students will be eligible to attend, and credit will only be given to students who previously failed the course during the regular school year.</u></p> <p><u>Online Recovery</u> <u>While most summer school courses are offered at Newtown High School, the Board of Education will also establish an online credit recovery program (see Policy P6172.6) for those students who are identified as being in danger of failing to graduate. Through accredited online programs, students who have previously failed Newtown High School courses will be allowed to recover credits in order to satisfy their graduation requirements.</u></p>	<ul style="list-style-type: none"><li>• J. McEvoy to make agreed upon edits to this policy and it is to be moved into the 5000 Series policy queue waiting for BOE review. No regulation is needed.</li><li>• In addition, this Policy 5123.2, once approved by the Board of Education, should also be spelled out in the NHS student handbook.</li></ul>

**Policy 5123.2 – Summer School Work for Credit**  
(continued)

E. Gellis reviewed and fully agreed with the content. The committee members unanimously agreed that this policy, as edited by L. Rodrigue (and with Policy 6172.6 – Virtual/Online Courses referenced), should be moved into the queue of 5000 series policies. No regulation is needed.

**Policy 6172.6 – Virtual/Online Courses**

Because she consulted this Policy 6172.6 (as reference for Policy 5123.2), L. Rodrigue asked to continue the discussion on it (even though it had been put forward into the 5000 series queue). J. McEvoy handed out L. Rodrigue’s suggestions for edits to Policy 6172.6. On page 6172.6(a) in the 4<sup>th</sup> paragraph, replace the wording in (d) with the following: the online course does not replicate a course already offered at the high school... then continue on with (e) (1) and (2) but delete (3).

R. Harriman-Stites asked, “What if a course is full”?

L. Rodrigue stated that the student could take it.

R. Harriman-Stites also asked if a student could take an online course if they already have a full course load?

L. Rodrigue said that we need to look at it on a case by case basis but she’d like to be flexible and believes that would be fine as long as it doesn’t displace a teacher. It was decided that Policy 6172.6, with approved edits, should go back into the “Non 5000 Series” queue waiting for BOE review. However R. Harriman-Stites noted that once there are 5 policies in this queue, they should be moved forward.

**Policy 5123 – Promotion/Acceleration/Retention –**  
(replacing NPS Current Policy 7-105 and 7-105.1)

L. Rodrigue shared with committee members her recommended edits that she had shared with the A-Team at the 4/6/18 meeting. The administrators agreed with her edits on Page 5123(a) as follows: In the 1<sup>st</sup> paragraph under “Promotion” add Newtown before “Board of Education” and before “Public Schools”. In the second set of bulleted items after “Adopt rigorous curricula and high standards of performance” the rest of the bulleted items were edited (or not) as below:

- Align curricula with the Connecticut Common Core and State Frameworks, the Common Core of Learning, and the statewide assessments;
- ~~Publish Essential Skills in the core subject areas~~ Develop concept-based curricula in core academic and electives areas routinely;

- **Policy 6172.6 – Virtual/Online Courses**

- J. McEvoy to make agreed upon edits to this policy and then return it to the “Non 5000 Series” queue waiting for review by the BOE. Once five policies are in this queue, they are to be moved forward to the BOE (currently there are three).

- J. McEvoy will make the approved edits to this policy.

- The administrators will continue to review the regulation, along with current NPS Policy 7-105.1 – Retention Procedures. Discussion will continue on this regulation after the administrators’ review.

**Policy 5123 – Promotion/Acceleration/Retention**

(continued)

- Provide academic and/or social/emotional interventions when appropriate. ~~At an early level to prevent future failure;~~
- Maintain a safe and orderly environment conducive to student learning;
- Monitor individual student progress through scientific research based intervention (SRBI) teams; ~~the Student Assistance Team and/or Consult meetings;~~ and
- Employ a variety of instructional strategies to foster independence, growth and success. ~~Utilize instructional practices designed to foster success.~~

Under “Acceleration” on Page 5123(b) The administrators removed the 2<sup>nd</sup> sentence in the 1<sup>st</sup> paragraph as follows: When it appears that the student has demonstrated unusual ability and interest in particular areas of study, every effort should be made to accelerate that student. They also moved the 3<sup>rd</sup> paragraph starting with “While final authority for acceleration of the student is...” to the end of the “Acceleration” section (right before “Retention”). Finally on Page 5123(c) in the 2<sup>nd</sup> bullet they changed the date from March 1 to April 1. The committee members agreed with all these edits and L. Rodrigue stated that the administrators were continuing to review the regulations and especially looking at the procedures in NPS current Policy 7-105.1. R. Harriman-Stites stated that she really liked the procedures in the NPS Policy 7-105.1. Discussion will continue on this regulation after the administrators have reviewed.

**Policy 6163.32 – Live Animals in the Classroom – Service Animals (including Guide or Assistance Dogs)**

– The committee members reviewed the CABE update regarding this policy and regulation dated April 2018. It was decided that they still like the policy from Shipman & Goodwin as they reviewed at their last meeting but they did like, and edited, CABE’s “A sample regulation to consider”. On Page R6163.32(d) under the section on **“Health”**, they want to add (after the 2<sup>nd</sup> sentence ending with ...”excluded from school or school properties.”, the last sentence under **“Uncleanliness”**). It reads, “A service animal that is not housebroken shall not be permitted on school premises.” The entire rest of the “Uncleanliness” section is to be removed. On Page R6163.32(e), the entire section on **“Exceptions”** is to be removed.

- J. McEvoy will make the approved edits to this regulation.
- For Page R6163.32 (f), L. Rodrigue will write up an introduction to the letters provided by Shipman & Goodwin (for staff and for parents) that have the subject line, “Presence of Dogs in Schools”.
- L. Rodrigue to submit CABE’s Form 6163.32 of “A sample regulation to consider” (sent in an April 2018 update) to Shipman & Goodwin for their review of the form and the language.
- Discussion to continue on this regulation at an upcoming policy committee meeting.

**Policy 6163.32 – Live Animals in the Classroom – Service Animals (including Guide or Assistance Dogs) (continued)**

The committee members really liked, on Page 6163.32(f), the section on “**Emergency Situations**” but want to delete everything under “**Considerations when a Student has a Service Animal**”. This section is where L. Rodrigue should put information regarding the use of the letters provided by Shipman & Goodwin, for staff and for parents, that have the subject line: “Presence of Dogs in Schools”.

Both R. Harriman-Stites and D. Cruson very much liked CABE’s Form 6163.32 that came after the regulation.

D. Cruson likes that it forces people to read, and acknowledge that they’ve read, the information.

Everyone agreed that L. Rodrigue should submit the form to Shipman & Goodwin for their review of the form and the language. Discussion to continue on this regulation at an upcoming policy committee meeting.

**NEW BUSINESS**

**Policy 6146 – Graduation Requirements –**

L. Rodrigue told the committee that a staff member discovered that there was a typographical omission on this approved NPS Policy 6146. On the first page of Policy 6146 under “Credit Distribution Requirements” where it shows the areas where credits must be earned, it should state “1 credit” after “Area IX Senior Year Experience 21” is listed. The committee members agreed that this needs to be brought back to the BOE for approval.

R. Harriman-Stites said that it should go into the “Non 5000 Series” queue and go forward when there are five policies (currently there are four).

- J. McEvoy will correct the typographical error on Policy 6146 and add “1 credit” after Area IX Senior Year Experience 21”.
- This policy will be moved into the “Other than 5000 Series” queue and go forward to the BOE for approval of the correction. This will happen when there are five policies in this queue and currently there are now four.

**Emergency “Incident Command” Policy Discussion -**

At a recent District Security and Safety Committee (DSSC) meeting (in which Policy Committee chair R. Harriman-Stites is a member), there was discussion pertaining to whether Newtown Public Schools has any policy or policies regarding “Incident Command” structure for emergency situations and/or drills. At the request of R. Harriman-Stites, J. McEvoy provided the committee members with current NPS policies relating to emergencies as follows: Policy 6114 – Emergencies and Disaster Preparedness, Policy 6114.1 – Fire Emergency (Drills)/Crisis Response Drills/Bus Safety Drills, Policy 6114..3 – Bomb Threats, Policy 6114.7 –

- J. McEvoy will make approved edits to CABE’s Policy 5142. She will also check with CABE regarding the legal references for this policy and regulation to make certain they all line up.
- L. Rodrigue will add her #16 regarding Technology and Alpine to Page P5142(b) and give to J. McEvoy.
- L. Rodrigue and M. Pompano will review and edit the regulation.
- L. Rodrigue will consult with Shipman & Goodwin about our current NPS emergency policies and whether they should be

## Emergency “Incident Command” Policy Discussion

(continued) -

Safe Schools and Policy 2131.1 – Appointment of Designee for Superintendent of Schools.

M. Pompano told committee members that he feels we should not have policies about emergency practices but that everything should be referring back to the Emergency Operations Plan and procedures should be in the regulations. M. Pompano wrote up a suggested NPS Policy for the committee to review and committee members liked it very much. J. McEvoy also provided the committee with CABE’s recommended policy and regulation on Student Safety – Policy 5142.

L. Rodrigue stated that she really likes CABE’s policy and regulation as it also deals more with the social emotional piece. It is like Emergencies and Safe School Climate merged together. Committee members decided that they want to incorporate the second two paragraphs of M. Pompano’s proposed policy into CABE’s “A recommended policy to consider”. These are to be inserted on Page P5142(a) under “Student Safety” and after the first paragraph as follows (in red and underlined):

The Newtown Public Schools maintains an Emergency Operations Plan (EOP), which serves as the official guidelines and procedures for security and safety within the District. This EOP is an annex to the municipality’s Local Emergency Operations Plan. The District EOP is reviewed and updated as necessary, and filed annually with DESPP/DEMHS pursuant to Connecticut General Statutes Section 10-222k. The EOP is completed and approved through a collaboration of efforts in the community, including the District Security and Safety Committee.

The Board recognizes that effective school emergency management planning and the development of an all-hazards school plan cannot be accomplished in isolation. We understand that it is critical for schools to work with their district staff and community partners, including local emergency management staff, during the planning process. The Board further recognizes the need to commit appropriate municipal resources to ongoing training, exercises, and maintenance required to maintain the EOP current. The EOP is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication, cooperation, and coordination between school and emergency management officials is essential.

removed as policy and, if they are required, could perhaps a section be added to CABE’s Policy and/or Regulation 5142?

<p><b>Emergency “Incident Command” Policy Discussion</b> (continued) -</p> <p>L. Rodrigue would like to add a #16 to Page P5142(b) regarding Technology and Alpine. She will provide that suggested edit to J. McEvoy to add. Also on Page P5142(b), it was agreed that “Optional language” and the paragraph below it should be removed.</p> <p>There was then discussion regarding the “Incident Command Structure” and the statement at the DSSC meeting that it should be clearly spelled out in policy that M. Pompano is the “Incident Command Leader” in an emergency. L. Rodrigue said that this can’t always be M. Pompano as it has to be whoever is at or first arrives on the scene. M. Pompano told committee members that he and Lt. Robinson will be discussing Incident Command with the administrators in order to make procedures clear. R. Harriman-Stites asked J. McEvoy to check with CABE regarding legal references for this policy and regulation to make certain they all line up. M. Pompano and L. Rodrigue will edit the regulation.</p> <p>L. Rodrigue will check with R. Mills of Shipman &amp; Goodwin regarding our current NPS policies and whether they can possibly be added in the regulation section of CABE’s Policy 5142. It was decided that current NPS Policy 2131.1 – Appointment of Designee for Superintendent of Schools - was okay as is.</p>	
<p><b>Policy 5125.11 – Health/Medical Records</b> The committee members decided that this policy, which is an optional sample policy from CABE, is not needed. This information is already covered in other policies.</p>	<ul style="list-style-type: none"> <li>• This policy is an optional one and is not needed. No further action required.</li> </ul>
<p><b>Policy 5131.1 – Bus Conduct</b> Committee members decided they liked CABE’s “Another version of this recommended policy” and want the A-Team to look at this policy and the regulations provided. D. Cruson stated that he likes the language around discipline in the regulations and how it is spelled out. L. Rodrigue will bring the committee’s recommended policy and CABE’s sample regulations to the A-Team for review.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to provide the committee’s recommended CABE “Another version of this recommended policy” and the sample regulations to L. Rodrigue so they can be reviewed by the A-Team.</li> <li>• Discussion on this policy to continue at an upcoming policy committee meeting.</li> </ul>
<p><b>Policy 5131.3 – Student Driving/Parking</b> This policy was inadvertently not provided. It will be reviewed at an upcoming policy committee meeting.</p>	<ul style="list-style-type: none"> <li>• This policy will be reviewed at an upcoming policy committee meeting.</li> </ul>
<p><b>Policy 5131.5 – Vandalism</b> L. Rodrigue told committee members that there are always issues with vandalism but that they are rare. She likes CABE’s “Another version of this policy to consider” and the other committee members agreed. D. Cruson stated that he feels the regulation is repetitive and not needed. Everyone agreed. It was decided that Policy 5131.5 should be put into the 5000 Series policy queue waiting for BOE review</p>	<ul style="list-style-type: none"> <li>• CABE’s “Another version of this policy to consider” was chosen by committee members and no regulation is needed.</li> <li>• This policy will be moved to the 5000 Series policy queue waiting for BOE review.</li> </ul>

<p><b>Policy 5131.7 – Weapons and Dangerous Instruments</b>          Committee members feel that this policy has already been reviewed or is part of the current NPS Suspension/Expulsion Policy 5114. J. McEvoy will look for appropriate policy and invite M. Pompano to attend an upcoming policy committee meeting. Lt. Robinson may also need to be invited as well. J. McEvoy will discuss with M. Pompano.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will look for current NPS policy that contains this information – possibly Policy 5114 – Suspension/Expulsion.</li> <li>• M. Pompano will be invited to attend an upcoming policy committee meeting (and also possibly Lt. Robinson) and discussion will continue on this policy.</li> </ul>
<p><b>Policy 5131.8 – Off School Grounds Misconduct -</b>          Again, committee members believe that the current NPS Policy 5114 – Suspension/Expulsion - needs to be reviewed with this policy. R. Harriman-Stites states that she feels it is important to deal with off grounds behavior. L. Rodrigue agreed and said that we have suspended students for actions that are off school grounds. D. Cruson is concerned about this being a “slippery slope”. L. Rodrigue answered that off school grounds misconduct can impact the safety and security of the school climate, and can therefore interrupt the educational process. M. Pompano should stay for review of this policy as well and discussion will continue on this policy at an upcoming meeting.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will pull the current NPS Policy 5114 – Suspension/Expulsion – for review. Committee members want to make sure Policy 5131.8 aligns with the Suspension Policy. M. Pompano should stay for review of this policy as well and discussion will continue on this policy at an upcoming meeting.</li> </ul>
<p><b>Policy 5131.81 – Use of Electronic Devices (includes information on Sexting) –</b>          It was decided that the committee members need to review what policies we currently have on the use of electronic devices in relation to CABE’s “new version of this policy to consider”.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to look for current NPS policies we have on the use of electronic devices and discussion on this policy will continue at an upcoming policy committee meeting.</li> </ul>
<p><b>Policy 5131. 91 – Hazing Prohibition –</b>          R. Harriman-Stites stated that this policy is not needed because it is either part of the Safe School Climate Policy and Appendix on Bullying and/or the Suspension/Expulsion Policy. Everyone agreed.</p>	<ul style="list-style-type: none"> <li>• This policy is not needed because the hazing issue is dealt with in the Safe School Climate policy/Appendix on Bullying and/or the Suspension/Expulsion Policy. J. McEvoy will review these to be certain this is the case.</li> </ul>
<p><b>Policy 5134 – Married/Pregnant Students</b>          It was decided that this policy is not needed.</p>	<ul style="list-style-type: none"> <li>• This policy is not needed and no further action is required.</li> </ul>

R. Harriman-Stites brought up other new business that included a request that the Policy Committee review the sexual health education guidelines by the State Department of Education and then consider creating a policy. She asked that J. McEvoy invite M. Gerace to attend an upcoming policy committee meeting to discuss this request. There was also discussion on whether a no homework policy should be a consideration for the District.

**UPDATE FROM THE SUPERINTENDENT**

L. Rodrigue told the committee about an issue C. Amodeo was concerned about as regarded Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues. She told Carmella that she felt it wasn’t necessary to take the policy back to the Board to make the change but appreciated C. Amodeo’s thoroughness and thanked her for bringing it to her attention. The committee members agreed with L. Rodrigue’s review of this.

There was also discussion regarding CABE having a service, called Connecticut Online Policy Service (C.O.P.S.), where it would be possible for us to use keywords to search out needed policies. There is a significant cost but C. Amodeo is looking into the possibility of School Desk being able to do it for us and she believes it could be more cost effective.

L. Rodrigue said that J. Davila has been tasked with redoing our entire website and that this service could link with our new website. D. Cruson pointed out that there is also an additional cost of \$100 after 800 pages and in 100 page increments. He said that this can be an extensive, expensive task if it's being converted into html format. He asked if this service would give us the capability to print out our policies from there as well? J. McEvoy will look at Bethel's site as they have this CABE service agreement.

**PUBLIC PARTICIPATION:**

None

A motion was made by R. Harriman-Stites to move Policy 5123.2 – Summer School Work for Credit, in conjunction with possible 6172.6 – Virtual/Online Courses, Policy 5131.5 – Vandalism and Policy 6146 – Graduation Requirements forward to the appropriate queue (Non 5000 series queue and 5000 series queue) with other policies waiting to move forward to the Board of Education for review. D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to postpone discussion/action on Policy 5123 – Promotion/Acceleration/Retention, Policy 6163.32 – Live Animals in the Classroom – Service Animals (including Guide or Assistance Dogs), Policy P5142 – Student Safety, Policy 5131.1 – Bus Conduct, Policy 5131.3 – Student Driving/Parking, Policy 5131.7 – Weapons and Dangerous Instruments, Policy 5131.8 (Off School Grounds Misconduct, Policy 5131.81 – Use of Electronic Devices and discussion regarding a review of the sexual education health guidelines by the State Department of Education as regards a possible need for policy . D. Cruson seconded. Motion was unanimously approved.

**UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING**

<b>Policy 5123 – Promotion/Acceleration/Retention</b>	• To be reviewed by committee as discussed
<b>Policy 6163.32 – Live Animals in the Classroom – Service Animals (including Guide or Assistance Dogs)</b>	• To be reviewed by committee as discussed
<b>Policy 5142 – Student Safety</b>	• To be reviewed by committee as discussed
<b>Policy 5131.1 – Bus Conduct</b>	• To be reviewed by committee as discussed
<b>Policy 5131.3 – Student Driving/Parking</b>	• To be reviewed by committee as discussed
<b>Policy 5131.7 – Weapons and Dangerous Instruments</b>	• To be reviewed by committee as discussed
<b>Policy 5131.8 – Off School Grounds Misconduct</b>	• To be reviewed by committee as discussed
<b>Policy 5131.81 – Use of Electronic Devices</b>	• To be reviewed by committee as discussed
<b>Review of the Sexual Education Health Guidelines By the State Department of Education</b>	• To be reviewed by committee as discussed

A motion to adjourn the meeting was made by R. Harriman-Stites and seconded by D. Cruson. All were in favor. Meeting was adjourned at 9:17 a.m.

Submitted: Rebekah Harriman-Stites, Policy Committee Chair