

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

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

<b>DATE:</b>	November 1, 2022
<b>TIME:</b>	6:45 P.M.
<b>PLACE:</b>	Sarah Noble Intermediate School Library Media Center

RECEIVED  
TOWN CLERK  
2022 OCT 28 A 7:5  
NEW MILFORD, CT  
*[Signature]*

**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 and Possible Action**

- A. Policy for Revision:
  1. 5132 Student Dress
- B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:
  1. 2500 Retention of Electronic Records and Information
  2. 4115.2 Emergency Action Plan for Interscholastic and Intramural Athletic Events
  3. 4115.3 Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics
  4. 5115 Physical Activity, Undirected Play and Student Discipline
  5. 5134 Meal Charging
  6. 6141.7 Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum

**4. Items of Information**

- A. Regulations:
  1. 2500R Retention of Electronic Records and Information
  2. 5132R Administrative Regulation Addressing Student Dress
  3. 6141.7R Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum

**5. Public Comment**

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**6. Adjourn**

**Sub-Committee Members: Olga I. Rella, Chairperson  
Tammy McInerney  
Leslie Sarich  
Keith A. Swanhall, Jr.**

**Alternates: Brian McCauley  
Eric Hansell**

**DISCUSSION AND POSSIBLE ACTION  
FIRST REVIEW**

*This policy will replace the current policy 5132 Dress and Grooming.*

**Series 5000 Students**

**NEW # 5132**

**STUDENT DRESS**

The New Milford Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community.

In general, attire and grooming of individual students in the New Milford Public Schools are the responsibility of the students and their parents/guardians. However, there are general principles of good taste and modesty which must and shall be observed.

Restrictions on student appearance may be applied when it:

1. Is unsafe for the student or those around the student.
2. Is disruptive to school operations and the education process in general.
3. Is contrary to law.

No restriction on freedom of dress and adornment will be imposed which:

1. Reflect discrimination as to civil rights.
2. Enforce particular codes of morality or religious tenets.

The accompanying administrative regulation will serve as a guide to implement this policy and will be reviewed periodically through cooperative planning with staff, students, and parents/guardians.

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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

**Note from Shipman & Goodwin:**

*Retention of Electronic Records and Information (September 2022 Revision):  
In December of 2021, the Office of the Public Records Administrator revised its Form RC-075.1, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images. We have revised this policy and the accompanying regulations to reflect the updated form and make other technical edits to better reflect current composition of district computer networks and electronic messaging systems.*

**Series 2000 Administration**

**NEW # 2500**

**RETENTION OF ELECTRONIC RECORDS AND INFORMATION**

**I. POLICY**

The New Milford Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the [ ] Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users”.

**II. USE OF ELECTRONIC MESSAGES AND ELECTRONIC COMMUNICATIONS**

The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District’s computer systems and/or network(s) are not private communications and are potentially subject to disclosure, regardless of whether the messages are sent using personal devices or the District’s computer systems. Users must understand that the Board has reserved the

right to conduct monitoring of the District's computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

*The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.*

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, or a formal discovery process as part of litigation. Users should bear in mind that electronic messages may be retained at different locations within the computer network and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's accounts. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic messages and information.

### **III. RETENTION OF ELECTRONICALLY STORED INFORMATION**

Electronically stored information on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

#### Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)  
Conn. Gen. Stat. § 7-109  
Conn. Gen. Stat. § 11-8 et seq.  
General Letters 96-2 and 2009-2 of the Public Records Administrator  
Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator  
(Aug. 2014)  
Record Retention Schedules Towns, Municipalities and Boards of Education

Connecticut State Library, Office of the Public Records Administrator,  
Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as  
Digital Images, Form RC-075.1 (revised 12/2021)

Frequently Asked Questions about E-mail, CT Public Records Administrator,  
*available at* [https://ctstatelibrary.org/wp-  
content/uploads/2015/05/EmailGuidelines.pdf](https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf) .

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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

**Note from Shipman & Goodwin:**

*Emergency Action Plan for Interscholastic and Intramural Athletic Events (NEW – October 2022): Last year, the General Assembly passed Public Act 21-92, which has been codified at Connecticut General Statutes Section 10-212i. The new law requires local and regional boards of education, in consultation with local emergency medical services providers and allied health professionals, to develop and implement an emergency action plan for responding to serious and life-threatening sports-related injuries that occur during interscholastic and intramural athletic events. This policy outlines the requirements of such plan, but the particular components of any such plan will be district-specific and should be developed with medical professionals, as required by law.*

**Series 4000 Personnel**

**NEW # 4115.2**

**EMERGENCY ACTION PLAN FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC EVENTS**

The New Milford Board of Education (the “Board”), in consultation with local emergency medical services providers and allied health professions, authorizes the Administration to develop an emergency action plan to be followed in the event that a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event. Such plan shall include, but need not be limited to, the following components:

- 1) A list of the school employees, coaches or licensed athletic trainers in each school who will be responsible for implementing the emergency action plan and a description of each person's responsibilities under the plan;
- 2) Identification of the location(s) or venue(s) where the interscholastic or intramural athletic event is taking place;
- 3) A description of the equipment and supplies that may be available at the site of the interscholastic or intramural athletic event that will assist in responding to an emergency, including the location of where such equipment and supplies may be found at such site;
- 4) A description of the procedures to be followed when a student sustains a serious sports-related injury, including, but not limited to, responding to the injured student, summoning emergency medical care, assisting local first responders in getting to the injured student and documenting the actions taken during the emergency;
- 5) A description of the protocols to be followed during cardiac or respiratory emergencies, including the operation of an automatic external defibrillator, use of cardiopulmonary resuscitation or the administration of medication, in accordance with applicable state law and Board policy;

- 6) A description of the protocols to be followed when a student is observed to exhibit signs, symptoms or behaviors consistent with a concussion or is diagnosed with a concussion, in accordance with applicable state law and Board policy;
- 7) A description of the protocols to be followed when a student suffers from a traumatic brain injury or spinal cord injury, provided such protocols are designed to include instructions that are based on the level of training of the person implementing the emergency action plan and are in accordance with best practices and state law; and
- 8) A description of the protocols to be followed in the event of heat and cold-related emergencies, provided such protocols are in accordance with current professional standards.

In developing the emergency action plan, the Administration may also consult recommendations from the governing authority for intramural and interscholastic athletics.

The Board shall annually review such emergency action plan and authorize the Administration to update such plan, as necessary. Any school employee, coach or licensed athletic trainer identified in the emergency action plan shall (1) annually rehearse such emergency action plan, and (2) be certified in cardiopulmonary resuscitation and have completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health, any director of health, or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross.

The Board shall distribute the emergency action plan to all school employees, coaches and licensed athletic trainers identified in the emergency action plan. The Board shall also post such emergency action plan in all athletic facilities and at all sites where interscholastic and intramural athletic events will take place, and make such emergency action plan available on the Internet web site for the school district or school.

#### Legal References

Conn. Gen. Stat. § 10-212i. Emergency action plans for serious and life-threatening sports-related injuries during interscholastic and intramural athletic events

Connecticut Association of Schools, Connecticut Interscholastic Athletic Conference, Medical Handbook 2022-2023, available at [https://www.casciac.org/pdfs/CIAC\\_medical\\_handbook22-23.pdf](https://www.casciac.org/pdfs/CIAC_medical_handbook22-23.pdf).

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



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

**Note from Shipman & Goodwin:**

*Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics (NEW – October 2022): Last year, the General Assembly passed Public Act 21-87, which has been codified at Connecticut General Statutes Section 10-149h. Beginning with the 2022-2023 school year, the new law requires any person who holds a coaching permit issued by the State Board of Education and who coaches intramural or interscholastic athletics to (1) complete an exertional heat illness awareness education program before beginning coaching for the season, and (2) review such program annually before the start of each coaching season. The new law also requires local and regional boards of education to implement a model exertional heat illness awareness plan developed by the Connecticut Interscholastic Athletics Conference (“CIAC”). Beginning with the 2022-2023 school year, the new law further requires boards to prohibit a student-athlete from participating in intramural or interscholastic athletics unless the student and the student’s parent or guardian read or view training materials or attend an in-person training. The parent or guardian must also sign an informed consent form, issued by the applicable board of education, acknowledging compliance with this requirement.*

**Series 4000 Personnel**

**NEW # 4115.3**

**EXERTIONAL HEAT ILLNESS AWARENESS FOR INTRAMURAL AND  
INTERSCHOLASTIC ATHLETICS**

Prior to commencing a coaching assignment for the season, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any New Milford Board of Education (“Board”) intramural or interscholastic athletics shall complete an exertional heat illness awareness education program developed or approved by the governing authority for intramural and interscholastic athletics (the “Program”). Such program shall include, but need not be limited to, (1) the recognition of the symptoms of an exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of having an exertional heat illness, and (3) the nature and risk of exertional heat illness, including the danger of continuing to engage in athletic activity after sustaining exertional heat illness and the proper method of allowing a student athlete who has sustained exertional heat illness to return to athletic activity.

Any person who holds or is issued a coaching permit by the State Board of Education and is a coach of Board intramural or interscholastic athletics shall annually review the Program.

Upon development by the governing authority for intramural and interscholastic athletics of a model exertional heat illness awareness plan, the Board shall implement such plan by utilizing written materials, online training or videos or in-person training that shall address, at a minimum: (1) the recognition of signs or symptoms of exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of an exertional heat illness, (3) the nature and risks of exertional heat illness, including the danger of continuing to engage in athletic activity after experiencing exertional heat illness, (4) the proper procedures for allowing a student athlete who has experienced exertional heat illness to

return to athletic activity, and (5) best practices in the prevention and treatment of exertional heat illness.

The Board shall provide each participating student and each participating student's parent or legal guardian with information regarding exertional heat illness awareness. The Board shall prohibit a student athlete from participating in any intramural or interscholastic activity unless the student athlete, and a parent or guardian of such student athlete, (1) reads written materials, (2) views online training or videos, or (3) attends in-person training regarding exertional heat illness awareness. Acknowledgment of adherence to this standard by the student athlete and the parent or guardian shall be made by the parent's or guardian's signature on an athletic participation informed consent form issued by the Board.

#### Legal References

Conn. Gen. Stat. § 10-149h. Exertional heat illness awareness education program

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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

**Note from Shipman & Goodwin:**

*Physical Activity, Undirected Play and Student Discipline (September 2022 Revision): We have revised this policy to comply with Public Act No. 22-81. Public Act No. 22-81 amends the requirement in Conn. Gen. Stat. § 10-221o that boards of education adopt a policy concerning the circumstances when a school employee may prevent elementary students from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline. With this revision, the law now mandates that the policy contain specific requirements. Boards have discretion in adopting rules to regulate the restriction, as a form of discipline, of time devoted to physical exercise; however, the Board's policy must meet the requirements in section 9 of Public Act No. 22-81. This policy is offered as a sample for consideration and boards of education may consider other reasonable rules regarding the deprivation of physical exercise or undirected play as a form of discipline consistent with board philosophy and the needs of individual districts, as long as the policy provisions are consistent with Public Act No. 22-81.*

**Series 5000 Students**

**NEW # 5115**

**PHYSICAL ACTIVITY, UNDIRECTED PLAY AND STUDENT DISCIPLINE**

It is the policy of the New Milford Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

For the purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

**I. Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline**

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty minutes required for physical exercise, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a student's Section 504 team or PPT.

A. Physical Exercise Period

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline only under the following circumstances:

- 1) When a student poses a danger to the health or safety of other students or school personnel; or
- 2) If there are two or more periods devoted to physical exercise in a school day, then when the prevention or restriction of physical exercise is limited to the period devoted to physical exercise that is the shortest in duration, provided that the student still participates in at least twenty minutes of physical exercise in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before the time devoted to physical exercise begins and b) discipline imposed during such time devoted to physical exercise or methods used to redirect a student's behavior during such time. School personnel may impose discipline during time devoted to physical exercise as a result of student's behavior during such time, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during the time devoted to physical exercise. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to physical exercise shall apply to student conduct that occurs prior to the physical exercise time, rather than during the physical exercise time.

B. Undirected Play Period

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

## **II. Prohibition on Compulsion of Physical Activity as a Form of Discipline**

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

## **III. Disciplinary Action for Failure to Follow Policy**

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having the individual's contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing limitation of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 22-81 "An Act Expanding Preschool and Mental and Behavioral Services for Children"

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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

**Note from Shipman & Goodwin:**

***Meal Charging (NEW - August 2022)***

***State law requires schools to include in any policy or procedure concerning the collection of unpaid charges for school lunches, breakfasts or other such meal, certain statutory elements. This new policy addresses the state statutory requirements and includes the requirements of the U.S. Department of Agriculture's Food and Nutrition Services Child Nutrition Programs.***

**Series 5000 Students**

**NEW # 5134**

**MEAL CHARGING**

The New Milford Board of Education (the “Board”) recognizes the importance of providing nutritious food to students in the New Milford Public Schools (the “District”).

The Board is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services’ Child Nutrition Programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), and the District shall adhere to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. In accordance with federal law, the Board will make a public announcement and notify parents and guardians of the eligibility criteria for free and reduced price meals and provide information regarding how a household may make an application for these benefits. Such notice and application will generally be distributed at the beginning of each school year.

**Charging Meals**

The District uses an automated prepayment system for student meal accounts. Students whose accounts have insufficient funds, and who do not bring a meal or other funds to school to pay for meals, may charge meals to their meal accounts. Students will be informed of their right to obtain a meal, which excludes a la carte items or more than one meal during the same meal service, for any school breakfast, lunch or other meal offered by the District, even if the student’s account has insufficient funds.

The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student;
- Designating a specific meal option for the student; or
- Otherwise taking any disciplinary action against the student.

**Collection of Unpaid Meal Charges**

The District’s efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections.

For purposes of this policy, “delinquent debt” means unpaid meal charges.

The District will contact the parents/guardians of students who charge meals to their meal accounts in order for the District to collect the delinquent debt. The first such communication will be a written communication, by mail or e-mail, after five meal(s) have been charged. Subsequent written and verbal communications with parents/guardians concerning delinquent debt will be made by the building administrator or designee, as may be necessary and appropriate. All communications regarding unpaid meal charges shall be made directly and discreetly to parents/guardians. Written communications with parents/guardians regarding collection of a student’s unpaid meal charges shall include an application for free or reduced price meals, information on local food pantries and the Connecticut Department of Social Services’ supplemental nutrition assistance program, and a link to the District’s or Town’s website that lists any community services available to Town residents.

In the event a student’s unpaid meal charges are equal to or more than the cost of thirty (30) meals, the parents/guardians of such student will be referred to the District’s homeless education liaison.

The Board shall comply with applicable federal and state laws and other federal or state requirements concerning the collection of unpaid meal charges including but not limited to requirements relating to delinquent debt and “bad debt,” as defined by federal law, and record-keeping relating thereto. The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding. The nonprofit school food service account (NSFSA) cannot be used to cover the cost of unpaid meal charges in the NSLP and SBP.

**Dissemination of Policy**

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

The District shall provide this policy to the Connecticut State Department of Education during Administrative Reviews.

The Superintendent or designee may, if necessary and appropriate, develop administrative regulations in furtherance of this policy.

## Legal References:

### State law:

Connecticut General Statutes

§ 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

State of Connecticut, Department of Education, School Health, Nutrition and Family Services Operational Memorandum No. 11-22, "Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools," June 15, 2022.

State of Connecticut, Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016.

### Federal law:

7 C.F.R. Part 210 National School Lunch Program.

7 C.F.R. Part 220 School Breakfast Program.

7 C.F.R. Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policy," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 57-2016, "Unpaid Meal Charges: Guidance and Q&A," Sept. 16, 2016.

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



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

**Note from Shipman & Goodwin:**

*Advanced Course or Program/Challenging Curriculum (June 2022 Revision): Last year, the Connecticut Legislature passed Public Act No. 21-199, which requires boards of education, not later than July 1, 2022, to adopt (or revise) policies concerning (1) eligibility criteria for student enrollment in an advanced course or program and (2) challenging curriculum. In May 2022, we issued a model policy that complied with the CSDE’s draft guidance regarding these topics. The CSDE guidance has now finalized its guidance, and we have revised our model policy and drafted administrative regulations that reflect the revised guidance.*

**Series 6000 Instruction**

**NEW # 6141.7**

**POLICY ADDRESSING ENROLLMENT IN AN ADVANCED COURSE OR PROGRAM AND CHALLENGING CURRICULUM**

The New Milford Board of Education (the “Board”) understands the importance of providing opportunities for students to enroll in an advanced course or program and offering students challenging curriculum in the New Milford Public Schools (the “District”). In accordance with Connecticut law, this policy shall explain the manner in which the District determines eligibility for enrollment in advanced courses or programs and creates academic plans for students in the District.

**I. Definitions**

For purposes of this policy:

"Advanced course or program" means an honors class, advanced placement class, International Baccalaureate program, Cambridge International program, dual enrollment, dual credit, early college or any other advanced or accelerated course or program offered by the Board in grades nine to twelve, inclusive.

“Advanced placement” program is a program authorized by the College Board that offers college-level courses and exams that students take in high school.

“Cambridge International program” is an internationally recognized academic program for students aged five (5) to nineteen (19). High school level courses, available only through approved Cambridge International Schools, provide students the opportunity to earn postsecondary credit that is accepted by colleges in the United States and abroad.

“Dual credit/Dual enrollment” courses are college courses offered by high schools in partnership with a college or university. Students taking these courses in high school are simultaneously enrolled with the partner higher education institution. Students who successfully complete a dual credit/dual enrollment course earn credit toward high school graduation as well as college course credit that appears on a student transcript issued by a college or university.

“International Baccalaureate (“IB”) program” is a program that offers international education through four programs for students aged three (3) to nineteen (19). The four programs are: Primary Years, Middle Years, Diploma Program, and Career-related Program. Schools must be authorized to teach IB programs. Every authorized school is known as an IB World School.

"Prior academic performance" means the course or courses that a student has taken, the grades received for such course or courses and a student's grade point average.

## **II. Eligibility Criteria**

Consistent with state law, the District will identify students in grades eight and nine who may be eligible to take or enroll in an advanced course or program. Students will be eligible to enroll in advanced courses or programs throughout their high school career.

Eligibility for enrollment in an advanced course or program shall not be based exclusively on a student's prior academic performance. There are multiple methods by which a student may satisfy the eligibility criteria for enrollment in an advanced course or program, including:

- Recommendations from teachers, administrators, school counselors or other school personnel.
- Parent or student requests.

## **III. Creation of an Academic Plan/Challenging Curriculum**

The District will create an academic plan for each student who is identified in grade eight or nine as eligible for enrollment in an advanced course or program. Such plan will be designed to enroll the student in one or more advanced courses or programs and allow the student to earn college credit or result in career readiness. Such academic plan will also be aligned with:

- The courses or programs offered by the Board,
- The student's student success plan, created pursuant to Conn. Gen. Stat. § 10-221a(j),
- High school graduation requirements, and
- Any other policies or standards adopted by the Board relating to the eligibility for student enrollment in advanced courses or programs.

The academic plan may be part of the student's success plan, which plan is required for each student by Conn. Gen. Stat. §10-221a.

A student, or the student's parent or guardian, may decline to implement the provisions of an academic plan created for such student.

#### **IV. Guiding Principles and Implementation**

The Board recognizes that course access and academic planning should be guided by considerations beyond traditional course eligibility criteria. The Board recognizes the importance of engaging with a student's parents and/or guardians throughout the student's educational experience, reducing barriers to opportunities for advanced courses and programs, and providing a wide range of advanced courses that appeal to students with various interests.

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy and in accordance with guidance provided by the Connecticut Department of Education.

#### Legal Reference:

Connecticut General Statutes § 10-221a

Connecticut General Statutes § 10-221w

Connecticut General Statutes § 10-221x

Connecticut State Department of Education, *District Guidance for Developing an Advanced Course Participation Policy* (April 2022)

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

# ITEM OF INFORMATION

Series 2000 Administration

NEW # 2500R

## RETENTION OF ELECTRONIC RECORDS AND INFORMATION

### I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2500 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including electronic messages and electronically stored information.

### II. DEFINITIONS

- A. Electronic messages include e-mail, fax, instant messaging, text messaging, and Web-based messaging services. Electronic messages may be transmitted by a variety of mediums, including computers and mobile computing devices. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (e.g., date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.
- D. Digital imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.
- E. Transitory correspondence consists of communication that does not relate to an individual's job responsibilities or has a short term administrative value.

- F. Routine correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

### **III. CLASSIFICATION OF ELECTRONIC MESSAGES**

The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Users shall use the following steps in determining whether to maintain electronic messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

### **IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS**

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.

3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Permanent	If records are required to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.
Less than Permanent	These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075.1, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form “Records Disposition Authorization” and attaching any supporting documentation, or by following the District’s process for documenting document destruction. After disposing of the records in accordance with these procedures, the Records Custodian will follow all other steps required by the Office of the Public Records Administrator.

## V. RETENTION OF ELECTRONIC RECORDS

Electronic messages and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all electronic messages and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District Users will be notified about the procedures to be followed to implement this process. The Records Custodian or designee shall follow up with notified Users to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

### Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)  
Conn. Gen. Stat. § 7-109  
Conn. Gen. Stat. § 11-8 et seq.  
General Letters 96-2 and 2009-2 of the Public Records Administrator  
Public Records Policy 02, *Digital Imaging*, of the Public Records Administrator  
(Aug. 2014)  
Record Retention Schedules Towns, Municipalities and Boards of Education  
Connecticut State Library, Office of the Public Records Administrator,  
Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as  
Digital Images, Form RC-075.1 (revised 12/2021)  
Frequently Asked Questions about E-mail, CT Public Records Administrator,  
available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

Regulation adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## ITEM OF INFORMATION

**Series 5000 Students**

**NEW # 5132R**

### **ADMINISTRATIVE REGULATION ADDRESSING STUDENT DRESS**

The administration will take notice of clothing fads and styles as they pertain to student dress and periodically update this regulation.

The following guidelines support the District's student dress policy.

- a. It is expected that outer clothing will not be worn in the building unless there are extenuating circumstances.
- b. Head coverings worn as part of a student's religious practice or belief shall be permitted.
- c. Clothing is expected to cover the torso, the midriff, and the buttocks. All undergarments must be covered.
- d. Footwear which mars floors is not allowed and footwear should be appropriate for the educational activity.
- e. Acceptable attire does not contain vulgarity or ~~overly~~ offensive pictures or words, which are likely to disrupt the educational environment.
- f. Acceptable attire does not depict logos or emblems that encourage the use of weapons, drugs, tobacco products, or alcoholic beverages.

Students should take pride in their appearance and recognize the importance of dressing appropriately for school. District expectation is for student attire to focus on career readiness, particularly at the secondary level.

Legal Reference:

Connecticut General Statutes § 46a-51 (definition of protective hairstyles)

Regulation adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



## ITEM OF INFORMATION

### **Note from Shipman & Goodwin:**

*Advanced Course or Program/Challenging Curriculum (June 2022 Revision) Last year, the Connecticut Legislature passed Public Act No. 21-199, which requires boards of education, not later than July 1, 2022, to adopt (or revise) policies concerning (1) eligibility criteria for student enrollment in an advanced course or program and (2) challenging curriculum. In May 2022, we issued a model policy that complied with the CSDE's draft guidance regarding these topics. The CSDE guidance has now finalized its guidance, and we have revised our model policy and drafted administrative regulations that reflect the revised guidance.*

### **Series 6000 Instruction**

**NEW # 6141.7R**

### **ADDRESSING ENROLLMENT IN AN ADVANCED COURSE OR PROGRAM AND CHALLENGING CURRICULUM**

The New Milford Board of Education (the "Board") understands the importance of providing opportunities for students to enroll in an advanced course or program and offering students challenging curriculum in the New Milford Public Schools (the "District"). In accordance with the Board's Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum, the administration adopts the following regulations:

1. The District will identify students in grades eight and nine who may be eligible to take or enroll in an advanced course or program. Students will be eligible to enroll in advanced courses or programs throughout their high school career.
2. Eligibility for enrollment in an advanced course or program shall be based on the following:
  - Recommendations from teachers, administrators, school counselors or other school personnel.
  - Parent or student requests.
3. In addition to or as part of student success plans required by Conn. Gen. Stat. § 10-221a(j), the District will create an academic plan for each student who is identified in grade eight or in any year of high school as eligible for enrollment in an advanced course or program. A student, or the student's parent or guardian, may decline to implement the provisions of an academic plan created for such student.
4. Such academic plan will be designed to enroll the student in one or more advanced courses or programs and allow the student to earn college credit or result in career readiness.

### Legal References:

Connecticut General Statutes § 10-221a

Connecticut General Statutes § 10-221w

Connecticut General Statutes § 10-221x

Connecticut State Department of Education, *District Guidance for Developing an Advanced Course Participation Policy* (April 2022)

Regulation adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut