

PLEASE POST

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**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
*Bethany Orange Woodbridge*  
25 Newton Road, Woodbridge, Connecticut 06525

*Dr. Jennifer P. Byars*  
*Superintendent of Schools*

**AMITY REGIONAL POLICY COMMITTEE MEETING AGENDA**  
*August 14, 2023 at 5:30 p.m.*  
*25 Newton Road, Woodbridge, CT*  
*District Presentation Room*

1. Call to Order
2. Approval of Policy Committee Meeting Minutes May 27, 2023
3. Public Comment
4. Discussion and Possible Action on Feedback from First Read Policies from June 2023 BOE Meeting
  - a. Policy 5121 - Students Examination/ Grading/ Rating
  - b. Policy 5121.3 (Former Policy 5128.1) - Plagiarism/ Cheating
5. Discussion and Possible Action on Bylaw 9311 - Formulation, Adoption, Amendment of Policies
6. Discussion and Possible Action on Bylaw 9160 – Student Representatives to the Board of Education
7. Discussion and Possible Action on Policy 6174 – Summer School
8. Discussion and Possible Action on Policy 5124 – Reporting to Parents
9. Adjournment



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Jennifer P. Byars, Ed.D.  
Superintendent of Schools

pc: Town Clerks: Bethany, Orange, Woodbridge

***Working to "enable every Amity student to become a lifelong learner  
and a literate, caring, creative and effective world citizen."***  
*District Mission Statement*

If you require accommodations to participate because of a disability,  
please contact the office of the Superintendent of Schools in advance at 203-397-4811.

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*Dr. Jennifer P. Byars*  
*Superintendent of Schools*

**AMITY REGIONAL POLICY COMMITTEE MEETING AGENDA**  
***May 22, 2023 at 5:30 p.m.***  
***25 Newton Road, Woodbridge, CT***

**COMMITTEE MEMBERS PRESENT**

Chairperson Christina Levere-D'Addio, Dr. Jennifer Turner, Amy Tirollo

**COMMITTEE MEMBERS ABSENT**

Dr. Carol Oladele, Donna Schuster

**STAFF MEMBERS IN ATTENDANCE**

Dr. Byars

**1. Call to Order**

Chairperson Levere-D'Addio called the meeting to order at 5:33 p.m.

**2. Approval of Policy Committee Meeting Minutes April 24, 2023**

*MOTION by Ms. Tirollo to approve the minutes of the April 24, 2023 Policy Committee meeting*

*Votes in Favor, 3 (UNANIMOUS)*

**3. Public Comment**

None

**4. Discussion and Possible Action on Policies going forward to the Board of Education as a Second Read**

- a. Policy 5114.21 Conduct Code Participation in Extracurricular Activities**
- b. Policy 9311 Formulation, Adoption, Amendment of Policies**

*MOTION by Ms. Tirollo to move Policy 5114.21 for 2<sup>nd</sup> read to the Board of Education*

*Votes in Favor, 3 (UNANIMOUS)*

*MOTION by Ms. Tirollo to table Bylaw 9311 until next Policy Committee Meeting*

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*Votes in Favor, 3 (UNANIMOUS)*

**5. Review of current 5000 Series progress and summer policy work**

Presented by Amity Region 5 Superintendent of Schools Dr. Byars

**6. Discussion and Possible Action on Policy 5121 Student Examination/ Grading/ Rating**

*MOTION by Dr. Turner to move Policy 5121 to the Board of Education for 1<sup>st</sup> read*

*Votes in Favor, 3 (UNANIMOUS)*

**7. Discussion and Possible Action on Former Policy 5128.1 Current Policy 5121.3 Plagiarism/ Cheating**

*MOTION by Ms. Tirollo to move Policy 5128.1 to the Board of Education for 1<sup>st</sup> read*

*Votes in Favor, 3 (UNANIMOUS)*

**8. Discussion and Possible Action on Policy 5123 Promotion/ Acceleration/ Retention**

*No changes recommended; Update policy with the reviewed date*

**9. Discussion and Possible Action on Policy 5123.3 Graduation Ceremonies (Participation)**

*No changes recommended; Update policy with the reviewed date*

**10. Discussion and Possible Action on Policy 5141.24 Students/ Staff with HIV or AIDS**

*Update with minor revisions referencing current ARSD policies as proposed and updated review date*

**NOTE** – The June 19, 2023 Policy Meeting is cancelled; the next Policy Committee Meeting is scheduled for August 14, 2023 beginning at 5:30 pm. Tentatively, we could hold the meeting virtually. A meeting is also scheduled for August 28, 2023.

**11. Adjournment**

Meeting adjourned by Chairperson Levere-D'Addio with no objection at 6:16 p.m.

## Students

### Examination/Grading/Rating

The Board of Education believes students will respond more positively to the opportunity for success than to the threat of failure. It seeks, therefore, through performance objectives in its instructional program to make achievement both recognizable and possible for students.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the students' parents and counselor of their progress, and to provide a basis for bringing about change in student performance, if such change seems necessary.

Annually, students in grades 7, 8 and 11 will participate in statewide mastery examinations in language arts and mathematics during any month of the school year. Each student enrolled in grades 8 or 11 shall annually take a state-wide mastery examination in science. Aggregate student and district results will be shared with parents and the Board of Education. Individual student and group results will be analyzed for possible curriculum modification and development of support services. Individual student results will be shared with parents. Achievement of a satisfactory score on the mastery test shall not be used as the sole criterion for promotion or graduation. The State Board of Education shall approve the provision and administration of all mastery examinations.

Students with significant cognitive disabilities in grades 3 through 8 and 11 shall be assessed with the Connecticut Alternate Assessment as determined by their Planning Placement Team and as indicated on their Individualize Education Plan.

(cf. 6146 - Graduation Requirements)

(cf. 6146.2 - Statewide Proficiency/Mastery Examinations)

(cf. 6180 - Evaluation of the Instructional Program)

Legal Reference: Connecticut General Statutes

10-14n State-wide mastery examination (as amended by PA 13-207 and Section 115 of PA 14-217)

10-14q Exceptions. (Students to whom provisions do not apply.)

10-221a High school graduation requirements.

## Students

### Plagiarism/Cheating

The Amity Regional School District No. 5 (District) Board of Education (Board) supports an environment of academic integrity. Academic dishonesty is a very serious offense, and plagiarism and cheating will not be tolerated.

Cheating, defined as copying another student's work and claiming it as your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

Amity students will be taught the standards of responsible and ethical scholarly investigation and writing. They should fully understand that the stealing and use of ideas and works of others of any kind and stating it as their own is plagiarism /cheating and that they have an ethical responsibility for properly acknowledging their indebtedness to those from whom they borrowed their information.

*All teachers are charged with the responsibility for teaching the knowledge and skills required for competence in ethical academic responsibility. To that end, teachers should ensure that students fully understand those acts which constitute plagiarism/cheating and are aware fully of the penalties involved when the rules which apply to these actions are violated.*

*A student who engages in any form of academic dishonesty may be subject to the loss of credit for the work in question, as well as other disciplinary measures.*

Legal Reference: Connecticut General Statutes

10-221 Board of education to prescribe rules, policies, and procedures

## Bylaws of the Board

### Formulation, Adoption, Amendment of Policies

The development of sound educational policies is one of the primary duties of the Board of Education (Board). Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and their staff. The Amity Regional School District No. 5 (District) shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents through the District website.

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens. Although the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy. The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the public schools. The Superintendent will prepare a draft policy statement for consideration and development by the Policy Committee; subsequently the Board of Education shall act upon the recommended policy.

~~Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have advance written notice of the proposed change and that it has been placed on the agenda for such meeting. Policies will be adopted or deleted only after consideration at two regular meetings of the Board. Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.~~

The procedure for the adoption of a new policy or the amendment of existing policy shall be:

1. Upon referral to the policy committee, the committee will develop a statement of policy or change of existing policy based on the following:
  - a. Suggestions and requests from Board members;
  - b. Recommendations from the Superintendent of Schools;
  - c. Statutory requirements.
2. The policy committee shall present a policy statement, or revised policy statement, with its recommendations to the Board. No action shall be taken at the meeting in which the first read is presented. Recommendations for changes to the proposed policy statement should be made to members of the Policy Committee.
3. The policy shall bring the proposed or revised policy statements back to the Board for a second read with a recommendation from the Board's policy committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.
4. For proposed policy statements, new or revised, because of changes or additions to Connecticut General Statutes or State Board of Education Regulations, approval may be given at the initial presentation.
5. Formal adoption of policies and/or amendments of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

The Board shall designate one copy of the policy manual as the official policy manual of the District. The official copy shall be kept in the Superintendent's office, and the Superintendent or

## Bylaws of the Board

### Formulation, Adoption, Amendment of Policies

designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual. ~~After Board review of legally referenced policies and adoption of local policies the new material shall be incorporated into the official policy manual, made available through the website, and placed in other localized policy manuals maintained by the District.~~ If discrepancies occur between the policies on the website and the official policy manual, the version contained in the official policy manual shall be regarded as authoritative.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision-making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law. If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Legal Reference: Connecticut General Statutes

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

## **Bylaws of the Board**

### **Student Representatives to the Board of Education**

To ensure greater student voice and Amity Regional School District No. 5 (District) Board of Education (Board) awareness on matters concerning students, the Board shall seat an 11<sup>th</sup> and 12<sup>th</sup> grade member of the student body. The student representatives to the Board of Education shall represent the middle and high school students of the Amity Regional School District. The primary purposes for designating seats on the Board of Education for students lies in the inherent connection between Board decisions and their resulting impact on students and the opportunity for the Board to provide students with an experiential learning opportunity in local governance. Students should participate in the deliberations that share their present and future interests.

#### **Appointment Term:**

1. Two student representatives, one 11<sup>th</sup> grade and one 12<sup>th</sup> grade, will be appointed as non-voting members to the Board of Education.
2. Annually, one student will be selected from the junior class to serve a two-year term. The purpose of this is to have the senior representative support, train, and coach the junior representative.

#### **Criteria and Selection:**

1. The student representatives must be in good academic and disciplinary standing and shall be drawn from the Student Government representatives.
2. The student representatives shall indicate their interest to serve as a Board of Education representative to the Student Government Advisor in the Spring of their 10<sup>th</sup> grade year following the Student Government elections.
3. The student representatives shall be selected prior to the end of the school year by members of the Student Government.
4. The student representatives shall be recommended by the Principal of Amity Regional High School and the Student Government Advisor to the Superintendent. The Superintendent shall approve and introduce the student representatives to the Board of Education at the June Board meeting.
5. The Board and/or Administration retain the right to remove and replace a student representative who does not remain in good standing or who fails to fulfill the duties of their position.

#### **Responsibilities:**

1. Student representatives will attend regular board meetings. Students will be seated with the Board of Education and shall be expected to share information about Amity Schools with the Board of Education and participate in discussions with the Board. Student representatives shall represent the students' voices and opinions.
2. Student representatives will meet with the superintendent of schools prior to regularly scheduled board meetings to review agenda items and ask clarifying questions.

#### **Bylaw Adopted:**

Amity Regional School District No. 5  
Woodbridge, Connecticut



## **Bylaws of the Board**

### **Student Representatives to the Board of Education**

3. Student representatives may request to schedule presentations/information sessions at BOE meetings; they may invite other students to these sessions. These need to be identified in a timely manner to allow for their inclusion on the board agenda.
4. Student representatives will receive all regular meeting agendas, minutes, and other pertinent information, excluding executive minutes and Board correspondence.
5. Student representatives may frequent Board of Education Committee meetings as non-voting participants. It is recommended that one student representative sit on the Policy committee and one student representative sit on the Curriculum committee. The representatives may join other committees that are of interest to them.
6. Student representatives shall regularly update the Amity student body on the work and decisions of the Board of Education.
7. Student representatives will not participate in meetings from which the general public is excluded, including executive sessions, negotiation sessions, or personnel portions of regular meetings of the Board of Education.

Legal Reference: Connecticut General Statutes

9-203 Number and term of members of the board of education

**Instruction**

**Summer School**

Amity Regional School District (the District) summer school program shall be planned to give students an opportunity for remedial work, for enrichment, or for study along a particular interest line. Summer school courses may be taken for credit. Tuition may be charged for all summer school programs. The summer school program shall be conducted in accordance with Connecticut General Statutes. Summer school fees may be waived for an individual student for any good and sufficient reason.

Legal Reference: Connecticut General Statutes  
10-74a Summer courses.

## **Instruction**

### **Summer School**

#### **Make-Up Opportunities**

Students who have failed courses during the school year may obtain credit for these courses by either summer school study or formal tutoring. Students may make up no more than two (2) academic courses for credit during a summer session (except in extraordinary cases).

#### **Summer School Work for Credit**

Students attending a summer school program for credit must either participate in the summer program offered at Amity Regional High school, enroll in a pre-approved program in another public school district, or obtain written approval from the Director of Counseling for any other program prior to the start of the summer school course. For courses approved by the Director of Counseling, the student will be required to take an Amity final examination on a school-designated date in August.

Students who successfully complete either an Amity or Amity pre-approved summer school program to make up a course failure will receive the grade assigned from the program, which will be recorded on the student's transcript and credit for passing the course will be noted. This credit will not be included in GPA calculations.

For courses approved by the Director of Counseling, a passing grade in both the course and on the Amity final examination will be required to receive a Pass/Fail transfer grade. Credit for passing the course will be noted. Pass/fail grades are not included in GPA calculations.

#### **Summer School Work for Advancement**

Students may enroll in the Amity Summer School Program in order to advance to the next course. Students either participate in the summer program offered at Amity Regional High school, enroll in a pre-approved program in another public school district, or obtain written approval from the Department Chair and the Director of Counseling for any other program prior to the start of the summer school course. For courses approved by the Department Chair and the Director of Counseling, the student will be required to take an Amity final examination on a school-designated date in August.

Students who successfully complete summer work for course advancement will not receive credit for completion of the class and the course will not appear on the student's transcript.

The above regulations are intended in no way to discourage summer school study taken for enrichment or cultivation of special interests and abilities. Such courses are not included on a student's transcript.

**Instruction**

**Summer School**

(cf. 5113.2 - Attendance)

Legal Reference: Connecticut General Statutes

10-742 Summer courses

## Students

### Reporting to Parents

The Amity Regional School District No. 5 (District) Board of Education (Board) encourages regular and effective two-way communication between parent and teacher through varied reporting methods. Parent-teacher conferences, written communications, and telephone calls to parents should be used to inform parents of student successes and student needs, and to inform teachers of parents'/guardians' concerns and perceptions of their children which may help the teacher in his or her work with particular students.

### Report Cards

There will be four marking periods in the year. Reporting dates shall be determined annually and shall be communicated on the electronic school calendar. Report cards and mid-marking period grades shall be available in the Student Information System. Parents/guardians shall be notified when mid-marking period grades are up to date.

### Parent-Teacher Conferences

Afternoon and evening parent-conference periods shall be scheduled by the administration to allow parents/guardians an opportunity to meet with teachers and discuss their students' progress.

Conferences for the Middle Schools and High School shall not be on the same nights. Amity administrators will confer with Bethany, Orange, and Woodbridge administrators in scheduling conferences to avoid conflicts with elementary conferences.

Parent conferences shall be requested for parents of all students whose grades indicate a potential for failure in a course or a grade. in danger of non-advancement or failing a course.

### Test Results

Results of assessments required by the Connecticut State Department of Education ~~State of Connecticut required~~ shall be sent to parents. Parents wishing other test information should contact their students' school counselor. ~~be referred to the Guidance Department.~~

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records

46b-56 Access to records of minor children by non-custodial parent

Policy Revised:

Amity Regional School District No. 5  
WOODBRIDGE, CONNECTICUT